

**KÁROLI GÁSPÁR UNIVERSITY OF THE REFORMED CHURCH IN HUNGARY****VOLUME THREE****STUDENT REQUIREMENT SYSTEM****III.4. RESIDENCE HALL REGULATIONS**

Pursuant to Act CCIV of 2011 on national higher education (hereinafter referred to as the "Higher Education Act") and Government Decree 51/2007 (26 March) on the benefits and fees of students in higher education (hereinafter referred to as the "Government Decree"), the Senate (hereinafter referred to as the "Senate") of Károli Gáspár University of the Reformed Church in Hungary (hereinafter referred to as the "University") adopts the following Residence Hall Regulations of the University (hereinafter referred to as the "Regulation"):

**GENERAL PROVISIONS****Article 1<sup>1</sup>**

(1) The University operates residence halls to provide accommodation for students. The Regulation applies to all residence halls, colleges for advanced studies (hereinafter collectively referred to as "residence halls") and other rented accommodation operated by the University.

(2) The Senate decides on the foundation or takeover of a residence hall and on the establishment of a tenancy. Details of the residence halls are included in Annex 1.

**Article 2**

(1) The basic task of the residence hall is to provide accommodation to students admitted to and having student status at the institution. The residence hall is primarily used to accommodate students who need accommodation for social reasons and who prove to be worthy of it through their academic progress, community work and behaviour. Residence halls serve to support the education of professional intellectuals, and to nurture and further develop the heritage of Reformed colleges in Hungary.

(2)<sup>2</sup> During the fulfilment of study obligations specified in the programme and outcome requirements and the curricula, the residence hall places are (primarily) available to accommodate full-time students, state-funded doctoral students and students in need of residential care who have their permanent residence outside the administrative boundaries (municipality) of the place of training. Exceptions to this rule are full-time students of the Faculty of Theology and students who have active status in or have been admitted to the training location of the Faculty of Pedagogy in Nagykőrös, all of whom are eligible for residence hall accommodation.<sup>3</sup> The residence hall can also accommodate local students who prove to be worthy of the place through their academic progress, community work and behaviour and need accommodation for social reasons.

(3) In order to fulfil the task, set out in section (1), the residence hall shall create and continuously provide the necessary conditions for studying and shall offer students the opportunity to learn and to develop their talents. The residence hall also organises and supports the students' cultural activities, physical exercise and cultured entertainment.

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<sup>1</sup> Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

<sup>2</sup> Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

<sup>3</sup> Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

(4) From the start of the study period until the end of the examination period, residence halls may also host guests, such as, but not limited to, visiting lecturers, guests from the Church, visitors to University events, up to the available capacity.

### **Article 3**

Residence halls operate within the limits approved in the annual budget. The director of the residence hall is responsible for the management.

### **Article 4<sup>4</sup>**

The activity of the residence hall is supervised by the vice-rector for academic affairs.

### **Article 5**

(1) Residence halls represent the reformed spirit of the University. Their task is to develop a Christian community life, and to this end to provide for the exercise of faith.

(2)<sup>5</sup> In the residence halls in Budapest, pastoral care is provided, devotions, Bible study groups and other spiritual occasions are organised and lead by the pastor(s) of the University. The schedule of the fixed events is announced on the notice boards of the residence halls in the first week of the academic year.

## **II.**

### **MANAGEMENT OF RESIDENCE HALLS**

#### **Article 6<sup>6</sup>**

<sup>7</sup>Residence Halls operate under the direction of the faculty leaders (in the case of other rented accommodation, the vice-rector for academic affairs) specified in the Organizational and Operational Rules (hereinafter: OOR), with the assistance of residence hall teachers who carry out educational work in the residence halls, under the supervision of the vice-rector for academic affairs.

#### **Article 7**

### **RESIDENCE HALL TEACHER**

The residence hall teacher:

- a) ensures that the residence hall operates in accordance with the educational objectives and regulations of the University; to this end, solves current operational problems;
- b) directs the educational work in the residence hall;
- c) cooperates with the Students' Union;
- d) may, without initiating a disciplinary procedure in the residence hall, give verbal or written warnings to persons violating the regulations or the house rules (as laid down in Article 20 of this Regulation)<sup>8</sup>;
- e) <sup>9</sup>in case of violation of the Disciplinary and Compensation Regulation (OOR, III.5 of the Student Requirement System), he/she immediately notifies the person exercising the disciplinary authority for the residents of the residence hall;

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<sup>4</sup> Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

<sup>5</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

<sup>6</sup> Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

<sup>7</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

<sup>8</sup> Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

<sup>9</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

- f) ensures the accurate and timely provision of data and statistics requested by the Rector or the Minister responsible for higher education;
- g) implement and enforce the decisions of the Senate concerning residence halls;
- h) ensures that all property protection, fire safety and work safety regulations are observed and enforced,
- i) organises the residence hall admission procedure;
- j) initiates the suspension of any decisions of the Students' Union concerning the residence hall that violate the law or university regulations;
- k) <sup>10</sup>may initiate action by the director of the residence hall on matters concerning the residence hall;
- l) takes part in the development of community life at the residence hall;
- m) helps the integration of residence hall residents;
- n) assists and supervises the compliance with the provisions of the House Rules and the norms of coexistence in the residence hall;
- o) checks, on a daily basis, the cleanliness of common areas (lounges, study rooms, smoking area, kitchens, corridors, toilets, laundry rooms, separation room) and the condition of the equipment and facilities in them;
- p) checks the cleanliness of rooms of the residents and the condition of the equipment and facilities in them;
- q) ensures that the residents of the residence hall maintain the technical condition and operability of the premises used by them;
- r) <sup>11 12</sup>calls the doctor or the ambulance, when needed. If fire or any extraordinary event is detected, he/she must take the appropriate measures: immediately notifies the fire brigade, the police, the reception service, and the director of the residence hall;
- s) <sup>13</sup>takes measures and helps in all cases in which students or guests turn to him/her with complaints or comments;
- t) checks and supervises mid-year accommodation in the residence hall (registration of headcount, room occupancy, payment of fees), and keeps up-to-date records;
- u) notifies students of their admission or rejection of admission;
- v) in connection with his/her tasks and activities in the residence hall, contributes to the preparation of students for an intellectual career;
- w) supervises the move-in and move-out of students and the inventory of rooms; prepares room assignments;
- x) contributes to the organisation of residence hall events;
- y) convenes a residence hall meeting once a semester;
- z) supervises the work of the receptionists and cleaners.

### **Article 8**

#### **RECEPTIONIST**

The receptionist is an employee who is responsible for the protection of persons and property of the residence hall, whose tasks include:

- a) checking arrivals and departures to prevent anyone from entering the rooms outside the persons and time limits authorized by the regulation;

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<sup>10</sup> Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

<sup>11</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

<sup>12</sup> Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

<sup>13</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

- b) protecting the general assets of the residence hall, keeping records of incoming and outgoing assets;
- c) <sup>14</sup>receiving and accommodating visitors and paying guests in the absence of the residence hall teacher, and performing the related administration;
- d) proper handling of objects and keys placed at the reception desk;
- e) warning undisciplined persons who violate the rules of the residence hall to observe the rules, recording the names of the students who violate the rules, and forwarding them to the residence hall teacher;
- f) keeping the public area in front of the residence hall building clean, clearing snow and ensuring that the ground does not slip in winter, placing dustbins and selective bins on garbage collection days, and returning them to the dustbin storage after emptying.

### **Article 9**

#### **CLEANER<sup>15</sup>**

The cleaner's tasks include:

- a) keeping the common areas of the residence hall clean on a daily basis on weekdays;
- b) cleaning the accommodation and changing the bed linen when guests come;
- c) thorough cleaning of the kitchen and common areas;
- d) compiling a list of cleaning products required for his/her work,
- e) reporting breakdowns and damages;
- f) managing the stock of supplies inventory required for his/her work, requesting the replacement of consumables and materials;
- g) checking the rooms after departure of the visitors and paying guests of the University, reporting any observations.

### **III.**

#### **REPRESENTATION OF RESIDENCE HALL STUDENTS**

##### **Article 10**

(1) Residence Hall students are represented by the Students' Union. In each residence hall, the Students' Union sets up a five-member Residence Hall Self-Governing Committee.

- a) If the residence hall is controlled by the rector, the Residence Hall Self-Governing Committee is established by the Students' Union of the University on the recommendation of the residence hall teacher.<sup>16</sup>
- b) If the residence hall is headed by a faculty, the Residence Hall Self-Governing Committee is established by the Students' Union of the relevant faculty, by election or appointment.

(2) The rules of procedure of the Residence Hall Self-Governing Committee are laid down in the statutes of the Students' Union.

(3)<sup>17</sup> The minutes of the meetings of the Residence Hall Self-Governing Committee shall be made available to the residence hall students within five days after the meeting, and sent to the dean, the residence hall teacher and the director of the residence hall.

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<sup>14</sup> Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

<sup>15</sup> Amended by Senate Resolution No. 96/2020. (VI. 24.), effective from 29 June 2020.

<sup>16</sup> Added by Senate Resolution No. 254/2020. (X.14.), effective from 19 October 2020.

<sup>17</sup> Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

(4) The tasks of the Residence Hall Self-Governing Committee are, in particular:

- a) to represent the interests of residence hall students;
- b) to monitor compliance with the Organizational and Operational Rules of the Residence Hall and its Annexes;
- c) to plan, organize and control the value creating (academic, cultural and sports) activities in the residence hall in cooperation with the residence hall teacher;
- d) to initiate, organize, manage and supervise residence hall events;
- e) to delegate two students to the Residence Hall Committee from among the students of the residence hall;
- f) to inform the person exercising disciplinary authority, if necessary, of the activities and behaviour of students violating the rules.

#### **IV.**

### **RULES OF OPERATION OF THE RESIDENCE HALL**

#### **Article 11**

(1) The residence halls of the University operate in accordance with the provisions set out in this Regulation and its Annexes.

(2)<sup>18</sup> The residence hall operates continuously during the study and examination period. The reception service is on call 24 hours on weekdays and public holidays. In the event of an extraordinary breakdown or emergency, the residence hall teacher must be notified without delay. The provisions of the Work Safety and Fire Safety Rules and the public health and hygiene regulations of the National Public Health Center (Hungarian abbreviation: NNK) must be observed in the residence hall.

(3) The residence halls of the University do not provide meals. The kitchen can be used in accordance with its intended purpose, in compliance with the work and fire safety rules and hygiene regulations.

(4) Residence hall rooms may only be used properly, for the purpose for which they were designed. The use of the room for other purposes shall require the residence hall teacher's prior permission.

#### **V.**

### **ACCOMODATION IN RESIDENCE HALLS, ADMISSION PROCEDURE**

#### **Article 12**

The residence hall membership is established when the student enrolled at the University has been admitted to the residence hall, has moved in and has signed the "Residence Contract" included in Annex 4 of this Regulation.

#### **Article 13**

(1)<sup>19</sup> Residence hall accommodation is granted through an application. Due to the limited number of available places, the residence halls will primarily accommodate the following students:

- a) <sup>20</sup>full-time students of the University;
- b) students studying in the framework of international cooperation;

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<sup>18</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

<sup>19</sup> Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

<sup>20</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

<sup>21</sup>The University provides residence hall accommodation for full-time students up to the age of 35.

(2) When evaluating applications, preference shall be given to disadvantaged students who are unable to start or continue their studies due to lack of accommodation in the residence hall. Preference shall also be given to students who are considered disadvantaged and multiply disadvantaged under the Higher Education Act.

(3)<sup>22</sup> Scoring system for the assessment of residence hall applications is included in Annex 5 of this Regulation.

(4)<sup>23</sup> Students are entitled to residence hall accommodation for the official duration of their study programmes defined in the programme and outcome requirements, for a maximum of 4, 6, 7, 8, 10, 11 or 12 semesters, according to their study programmes, or for 8 semesters in doctoral training. Applications for residence hall accommodation beyond the official duration of the study programme are assessed separately, on the basis of specific – primarily organizational and economic – criteria.

(5)<sup>24 25 26</sup> Admissions for residence hall accommodation shall be applied for annually, by submitting the electronic request form “Application for Residence Hall Admission” available in the electronic request management system in Neptun, and the required attachments listed in Annex 3 of this Regulation. If the “Application for Residence Hall Admission” is submitted inappropriately (not in Neptun) or after the deadline, the Residence Hall Committee (hereinafter referred to as the Committee) will reject the application without consideration. In the residence hall admission procedure, the time available for correcting deficiencies is 8 days.

(6)<sup>27</sup> The Committee decides on the assessment of the applications. The Committee consists of at least 3 up to 5 members: 1 student member is delegated by the University’s Students’ Union; the employee members are appointed by the director of the residence hall.

(7) When assessing the application, the following aspects shall especially be considered, in the following order:

- a) social situation,
- b) academic achievements,
- c) distance between the place of study and place of residence,
- d) community work.

(8)<sup>28 29</sup> The scores that can be awarded for each criterion during the assessment of the applications for admission to the residence hall are laid down in Annex 5 of this Regulation. The processing of the documents certifying social situation is carried out by the competent committee of the Students’ Union under the direction of the responsible person of the Student Welfare Committee of the Students’ Union of the University, in accordance with the provisions of Article 30 (8) of the Regulation on Student Fees and Benefits (OOR, III.2 of the Student Requirement System).

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<sup>21</sup> Amended by Senate Resolution No. 49/2020. (III.30.), effective from 30 March 2020.

<sup>22</sup> Deleted by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

<sup>23</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

<sup>24</sup> Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

<sup>25</sup> Amended by Senate Resolution No. 75/2020. (V.29.), effective from 2 June 2020.

<sup>26</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

<sup>27</sup> Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

<sup>28</sup> Amended by Senate Resolution No. 75/2020. (V.29.), effective from 2 June 2020.

<sup>29</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

#### Article 14

(1)<sup>30 31 32</sup>The deadline for submission of the applications for admission to the residence halls is 10 August for students admitted to the first year (hereinafter referred to as first-year students), and 15 July for senior students. Applications for admission must be submitted electronically through the Neptun Request Management System.

(2)<sup>33</sup> Decisions on the applications for admission of first-year students and on the applications of senior students must be taken by 25 August at the latest.<sup>34</sup>

(3)<sup>35 36</sup>Students can download the information necessary for applying for a residence hall accommodation. In the case of applications for colleges for advanced studies, the necessary documents can be downloaded from the University's website. The registrar's office will send a notification to first-year students at the same time as the notification of admission.

(4) The scoring system, the documents to be submitted and the deadlines (application and notification) for admission to the colleges of advanced studies is determined by the head of the college for advanced studies for the given academic year.<sup>37</sup>

#### Article 15

(1) Study criteria for the assessment of applications for admission:

- a) for senior students, the academic results achieved in the previous academic year;
- b) for first-year students, the admission scores.

(2) Social aspects of the assessment of applications for admission:

- a) the applicant's family background (number of siblings, their pupil or student status (primary, secondary school, higher education));
- b) his/her financial situation, income (average income per capita);
- c) distance between the University and the place of residence;
- d) studies at risk due to circumstances requiring special equity (health problem), family and social circumstances (orphan, half orphan, child of divorced or unemployed parents).

(3)<sup>38</sup> A student may not be admitted to the residence hall if he/she

- has previously been punished in a disciplinary procedure;
- has an outstanding debt to the University;
- has a passive semester in the given academic period;
- has received 2 written warnings in connection with his/her residence hall membership.

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<sup>30</sup> Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

<sup>31</sup> Amended by Senate Resolution No. 75/2020. (V.29.), effective from 2 June 2020.

<sup>32</sup> Amended by Senate Resolution No. 115/2021. (V.31.), effective from 1 June 2021.

<sup>33</sup> Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

<sup>34</sup> Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

<sup>35</sup> Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

<sup>36</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

<sup>37</sup> Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

<sup>38</sup> Added by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

**Article 16<sup>39</sup>**

Before moving in, students admitted to the residence hall are required to submit a medical certificate not older than 30 days stating that they do not suffer from an infectious disease. In the absence of the certificate, the student may not move in.

**Article 17<sup>40</sup>**

(1) The residence hall membership is for one academic year lasting until the end of the spring/summer examination period, but no later than 15 July of the year in question. The higher education institution shall report to the Higher Education Information System the student's data related to the residence hall membership, the establishment and termination of the membership, and any changes in the student's data or membership data within 15 days.

(2) Residence hall membership is terminated if:

- a) the admitted student fails to move in by the deadline specified in the admission notice, and is not given permission to postpone the move to another date;
- b) he/she does not live habitually in the residence hall;
- c) he/she does not pay the monthly residence hall fee despite a reminder;
- d) <sup>41</sup>he/she does not meet the academic or examination requirements for the semester (at least 20 credits in credit-based education system), or does not take courses worth at least 20 credits;
- e) he/she terminates the residence hall membership;
- f) he/she is dismissed;
- g) <sup>42</sup>his/her student status is terminated.

(3)<sup>43</sup> The following persons are entitled to residence hall accommodation during the summer holidays:

- a) doctoral students, against payment of the residence hall fee established by the Senate for residence halls operated by the University as well as students carrying out academic, scientific or public activities, against the same fee, with the approval of the head of the relevant faculty, for the duration of the activity;
- b) orphans, students grown up in state care as well as students who, upon their request, are allowed by the residence hall teacher to stay in the residence hall in view of their social circumstances, against payment of the residence hall fee established by the Senate for residence halls operated by the University;
- c) foreign students whose residence hall accommodation has been undertaken by the University as part of the scholarship programme.

(3a) Regarding accommodation in residence halls during the summer holidays,

- a) students of the University who does not fall within the scope of points a)-b) of Section 3), shall pay the fee set by the Senate for residence halls operated by the University;
- b) the University may sell accommodation to the vacant places in the University's residence halls, the fee for which is set by the Senate;
- c) conditions set by the Service Provider shall apply to rented accommodations during the summer holidays.

(4) Aspects of hosting guests:

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<sup>39</sup> Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

<sup>40</sup> Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

<sup>41</sup> Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

<sup>42</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

<sup>43</sup> Amended by Senate Resolution No. 96/2020. (VI. 24.), effective from 29 June 2020.



- a) in the case of residence halls operated by the University, students must follow the instructions of the House Rules annexed to this Regulation;
- b) in the residence halls operated by the University, reception of guests is possible on payment of a fee determined by the Senate;
- c) as regards reception of guests in rented accommodations, students must comply with the terms and conditions of the Service Provider. The time and fee for the reception of guests is determined by the Service Provider.

### **Article 18**

(1) Students must move in the residence hall during the period specified in the admission notice. Deviation from this can only be made upon notification, with the written permission of the residence hall teacher.

(2)<sup>44</sup> Students may be absent from the residence hall – except during the examination period – for a maximum of one month without a separate request (certificate), but they are still required to pay the fee. Beyond the one-month period, the student's residence hall status shall be terminated on the following day according to point b) of Article 17 (2).

(3)<sup>45</sup> Students may move from one residence hall to another by an exchange authorized by the residence hall teacher, up to one time<sup>46</sup> in a semester. The vice-rector for academic affairs shall be informed accordingly.

(4)<sup>47 48</sup> In the residence halls, students are required to pay the fee indicated in Annex 7 to this Regulation through the Neptun joint account. Annex 7 containing the table of residence hall fees for the following academic year shall be approved by the Senate by 30 June preceding the academic year.

Technical rules for the payment of residence hall fees and related late payment fees<sup>49</sup>:

- a) In the order of payments, the late payment fee<sup>50</sup> has a priority, so the payment of the late payment fee<sup>51</sup> must precede the payment of the residence hall fee for which it is due.
- b) Students admitted to the residence hall in the admission procedure must pay the relevant residence hall fee by the payment deadline.
- c) Paid and completed financial items will be checked on the 16<sup>th</sup> day after the deadline for payment. If the student has not met his/her payment obligation by the deadline, a late payment fee will be charged according to the applicable Table of Service Fees of the Regulation on Student Fees on Benefits. Thereafter, the student is reminded in a Neptun message to complete the unpaid fees by the 30<sup>th</sup> day after the deadline. The Neptun message is a reminder and will incur a late fee penalty.<sup>52 53</sup>

For foreign students participating in international study abroad programmes or degree programmes in a foreign language at the University who are obliged to pay a residence hall fee, no late payment fee is charged for the late payment of the first month's residence hall fee after the student has moved in, but a late payment fee is charged for the late payment of the second

<sup>44</sup> Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

<sup>45</sup> Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

<sup>46</sup> Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

<sup>47</sup> Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

<sup>48</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

<sup>49</sup> Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

<sup>50</sup> Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

<sup>51</sup> Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

<sup>52</sup> Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

<sup>53</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

or subsequent month's residence hall fee according to the Table of Service Fees of the Regulation on Student Fees and Benefits, in accordance with the procedure established for students enrolled in other study programmes.

- d) If the student fails to pay his/her debts (residence hall fee, late payment fee<sup>54</sup>) by the 30<sup>th</sup> day after the deadline, the student will lose his/her residence hall status without any further reminder, notice or investigation, which can only be restored by a new admission procedure or by submitting a new application for admission. The student must pay his/her overdue, unpaid debts, including the late payment fee<sup>55</sup>, even after the termination of his/her residence hall status.<sup>56</sup>
- e) Students who move in mid-month shall pay a proportional residence hall fee. (Proportional residence hall fee: part of the monthly fee divided into thirds. Full monthly fee if the move-in takes place until the 10<sup>th</sup> day of the month, 2/3 monthly fee if it takes place until the 20<sup>th</sup>, and 1/3 monthly fee if the student moves in between the 21<sup>st</sup> day and the last day of the month.)<sup>57</sup>
- f) In the event of termination of the residence hall membership during the academic year, in the case of points a-f) of Article 17 (2) of this Regulation, upon moving out, students shall pay the residence hall fee for the remaining period of the academic year beyond the current month, but not more than 2 months.

If the student terminates his/her residence hall membership by giving notice according to point f) of Article 17 (2) and can credibly prove that the reason for the termination is a study abroad programme or a compulsory internship, the student shall only pay the residence hall fee in proportion to the time of his/her actual stay.

If a foreign student participating in an international study abroad programme or degree programme in a foreign language at the University, who is obliged to pay a residence hall fee, terminates his/her residence hall status upon completion of the program, and returns home abroad in accordance with point g) of Article 17 (2), and in view of this, his/her residence hall membership is terminated, even during the academic year, the student shall only pay the residence hall fee in proportion to the actual period of residence. No residence hall fee is payable by students who are studying in the framework of scholarship programmes and who are provided with residence hall accommodation free of charge.<sup>58 59</sup>

- g) In cases other than the above, the director of the residence hall has the right to decide.

(5)<sup>60</sup> Every year, the director of the residence hall shall conclude a residence contract with the lecturers, staff members who live in the residence hall, who shall pay the fee determined in the Senate resolution.

(6)<sup>61</sup> By way of derogation from Article 4) d), if the student is unable to pay his/her debts (residence hall fee, late payment fee) by deadline, he/she may request a change of the payment deadline on social grounds in advance, but no later than the day of the payment deadline, in a request addressed to the director of the residence hall. Upon the student's request, the director of the residence hall may grant the student a maximum of 30 days' deferral of payment in the decision taken on the request. The student may have a deferral of payment for a maximum of one fee at a time. If the deferral of payment has expired without result, the 30-day period referred to in point d) of Article (4) shall start on the day following the expiry of the deferral.

<sup>54</sup> Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

<sup>55</sup> Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

<sup>56</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

<sup>57</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

<sup>58</sup> Amended by Senate Resolution No. 5/2020. (I.29.), effective from 1 February 2020.

<sup>59</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

<sup>60</sup> Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

<sup>61</sup> Added by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

**VI.****RIGHTS AND OBLIGATIONS OF RESIDENCE HALL STUDENTS****Article 19**

- (1) The rights and obligations of students of higher educational institutions are laid down in the Higher Education Act, in the legislation in force and in the Organizational and Operational Rules of the University (hereinafter referred to as "OOR"), which also apply to residence hall students.
- (2) The rights of a residence hall student include, in particular:
- a) participation in the work of the Residence Hall Self-Governing Committee, where he/she can vote and can be elected;
  - b) making use of the services of the residence hall, and the study, cultural, leisure and sporting possibilities provided by the residence hall in compliance with the necessary constraints of coexistence and duty to care;
  - c) participation in residence hall events,
  - d) unhindered use of the accommodation allocated to him/her as well as the use of the common area;
  - e) <sup>62</sup>contacting the Residence Hall Self-Governing Committee, the residence hall teacher or the director of the residence hall with personal or community issues in connection with the residence hall or his/her residence hall membership;
  - f) all the additional rights granted to him/her by the Organizational and Operational Rules of the residence hall.
- (3) The residence hall student is obliged to:
- a) observe and comply with the rules of the University and the Organizational and Operational Rules of the residence hall and their annexes;
  - b) maintain the reputation of the University and the residence hall;
  - c) comply with the work safety, accident prevention, fire safety and hygiene rules (the order and rules of cleaning can be obtained in the residence hall)<sup>63</sup>;
  - d) compensate the residence hall for damages caused intentionally or negligently;
  - e) report any faults or damages discovered in the common area without delay;
  - f) clean and tidy his/her own room regularly, and leave common objects in good order after use;
  - g) use the equipment entrusted to or used by him/her as intended;
  - h) facilitate the residence hall teacher's work by providing authentic data for the housing register and other documents;
  - i) pay residence hall fees on time;
  - j) assist the inspectors' work during residence hall inspections.
- (4) All residence hall students of the University are expected to
- a) study diligently to the best of their abilities;
  - b) take part in the implementation of decisions of the residence hall management and self-governing bodies;
  - c) perform the duties of their elected office to the best of their abilities;
  - d) take part in the organization and implementation of professional, cultural, sports and other leisure activities organized by their communities.

<sup>62</sup> Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

<sup>63</sup> Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

**VII.****DISCIPLINARY AND COMPENSATION LIABILITY OF RESIDENCE HALL STUDENTS,  
OTHER INFRINGEMENTS****Article 20**

(1) The disciplinary and compensation liability and the detailed rules of procedure are laid down in the University's Disciplinary and Compensation Regulation (OOR, III.5).

(2)<sup>64</sup> Minor offences include, in particular: causing and tolerating disorderly conditions in the accommodation unit; unauthorized activities involving noise (see Annex 2, point 8.6); minor damage to rooms; moving furniture without permission; failure to sign the residence contract and the moving out declaration.<sup>65 66</sup>

(3)<sup>67</sup> More serious offences include, in particular: failure to clean the common areas; disrespectful behaviour, behaviour incompatible with Reformed Christian morals, scandalous behaviour in public; obscene behaviour; receiving guests and visitors in the residence hall room without the permission of the authorized person; keeping animals (except assistance dogs); handing over the room key to unauthorized persons; non-compliance with fire safety regulations.<sup>68</sup>

(4)<sup>69</sup> In the case of minor or more serious offences, the residence hall teacher may address a verbal or written warning to the residence hall student. The third verbal warning will result in a written warning, regardless of the seriousness of the offence. The second written warning will result in the rejection of the application for admission to the residence hall for the following academic year. The student may appeal against the decision in accordance with the provisions of the Procedure for Student Legal Remedy of Károli Gáspár University of the Reformed Church in Hungary.<sup>70</sup>

**VIII.****COLLEGES FOR ADVANCED STUDIES****ARTICLE 21**

(1)<sup>71</sup> The residence hall may perform the activities of a college for advanced studies, and may operate as a college for advanced studies. The Organizational and Operational Rules of colleges for advanced studies are set out in Annex 8 and 9.

(2) The aim of the college for advanced studies is to provide high quality professional training by developing its own professional programme, helping to nature the talents of outstanding students, to promote their active participation in public life, to create the material and personal conditions for preparing them for intellectual tasks, and to educate professionally demanding intellectuals who are sensitive to social problems. The college for advanced studies is based on the principle of self-governance and the self-activity of its members who decide, in particular, on the creation or termination of college membership, the adoption of the organizational and operational rules of the autonomous

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<sup>64</sup> Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

<sup>65</sup> Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

<sup>66</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

<sup>67</sup> Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

<sup>68</sup> Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

<sup>69</sup> Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

<sup>70</sup> Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

<sup>71</sup> Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

college for advanced studies, its professional programmes and the requirements for related professional performance.

(3) The college for advanced studies may also have a scientific students' association group. Services of the college for advanced studies may also be used by students who are not members of the college for advanced studies.

## IX.

### FINAL PROVISIONS

The consolidated text of this regulation, as amended, was adopted by the Senate on 23 July 2021. Amendments of the regulation shall enter into force on 24 June 2021.

Budapest, 24 June 2021.

Dr. Ágnes Czine

Acting Rector

#### Annexes

Annex 1: Details of the University's Residence Halls

Annex 2: House Rules of the Residence Halls of Károli Gáspár University of the Reformed Church in Hungary

Annex 3: Application for Residence Hall Admission (for first-year and senior students) (available in Hungarian)

Annex 4: Residence Contract

Annex 5: Moving Out Declaration<sup>72</sup>

Annex 6: Scoring of the Application for Residence Hall Admission (available in Hungarian)

Annex 7: Residence Hall Fees<sup>73</sup>

Annex 8: Organizational and Operational Rules of Bocskai István College for Advanced Studies

Annex 9: Organizational and Operational Rules of Benda Kálmán College of Excellence<sup>74</sup>

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<sup>72</sup> Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

<sup>73</sup> Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

<sup>74</sup> Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

**Annex 1<sup>75</sup>****RESIDENCE HALLS OF KÁROLI GÁSPÁR UNIVERSITY OF THE REFORMED CHURCH  
IN HUNGARY**

In Budapest

**Ráday Residence Hall** (*the residence hall is temporarily closed<sup>76</sup>*)

1092 Budapest, Ráday u. 28.

phone: 06-1-218-0266

fax: 06-1-217-2403

places: 110

**Bethlen Gábor Residence Hall**

Budapest, 1116 Budapest, Temesvár u. 18.

phone: 06-1-203-23-84

places: 232

of which students: 216,

teaching staff: 8,

guests: 8

**Benda Kálmán College of Excellence in Humanities and Social Sciences**

1085 Budapest, Horánszky u. 26.

places: 81

**Bocskai István Residence Hall**within this, **Bocskai István College for Advanced Studies**

1042 Budapest, Hajnal u. 13.

phone: 06-1-370-99-84

places: 50

in addition:

2 rooms for visiting professors;

1 room for foreign guest students;

1 room for occasional accommodation for teaching staff.

**Óbuda Student Hostel – Rented Accommodation<sup>77</sup>**

1037 Budapest, Kunigunda útja 25-27.

phone: -

places: 339, in 167 double rooms and 5 single rooms

In Nagykőrös

**<sup>78</sup>Nagykőrös Residence Hall of the Faculty for Pedagogy**

2750 Nagykőrös, Arany J. u. 28.

phone: 53-350-064

places: 82

<sup>75</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.<sup>76</sup> Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.<sup>77</sup> Amended by Senate Resolution No. 96/2020. (VI. 24.), effective from 29 June 2020.<sup>78</sup> Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

in Kecskemét<sup>79</sup>

**Korall Residence Hall** – rented accommodation

6000 Kecskemét, Jász u. 32.

places: 30

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<sup>79</sup> Amended by Senate Resolution No. 254/2020. (X.14.), effective from 19 October 2020.

## **HOUSE RULES OF THE RESIDENCE HALLS OF KÁROLI GÁSPÁR UNIVERSITY OF THE REFORMED CHURCH IN HUNGARY<sup>81</sup>**

The House Rules contain the rules of coexistence, health safety, accident prevention and fire safety to ensure the proper use of the residence hall, as well as the rules and regulations for staying in the residence hall, and for leaving it daily, temporarily and permanently.

Compliance with the House Rules is mandatory for all residents.

### **1. Rights of Residence Hall Residents**

1.1. The residents of the residence hall can use the services provided by the residence hall and can use the common area.

1.2.<sup>82</sup> The residents can make comments on all matters concerning the residence hall and its internal regulations to the director of the residence hall.

1.3. The residents can participate in the work of the Residence Hall Self-Governing Committee, where they can vote and be elected.

### **2. Obligations of Residence Hall Residents**

2.1. Residents are obliged to observe and comply with the rules and regulations of the University, the Organizational and Operational Rules and the House Rules of the resident hall, and to use the equipment entrusted to them or used by them, as intended.

### **3. Moving in the Residence Hall**

3.1. A student enrolled at the University and admitted to the residence hall may use the residence hall accommodation allocated to him/her during the period indicated in the admission notice.

3.2.<sup>83</sup> New residents must register their address with the local government. The form obtained from the local government is signed by the residence hall teacher as the accommodation provider.

3.3. It is possible to change rooms during the first 3 weeks after moving in. After this, if justified, a room change may take place once in a semester. This requires the mutual agreement of the parties concerned. In the absence of this, it is not possible to change rooms.

3.4. At the initiative of the residence hall teacher, in exceptional cases, if the interests of the residence hall and the optimal use of space so require, students may be required to change rooms, and have to give their rooms to guests on the occasion of university or residence hall events, against reimbursement of the fee. Students must be notified 7 days in advance in writing.

3.5. When moving into the residence hall, students are obliged to sign the residence contract, to read and accept the House Rules and the accident prevention and fire safety regulations, and to take over the equipment in the room on the basis of an inventory.

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<sup>80</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

<sup>81</sup> Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

<sup>82</sup> Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

<sup>83</sup> Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.



3.6. Where there is a key to the accommodation unit, the last student to leave the room must always hand in the key at the reception; it is strictly forbidden to take it out of the residence hall. When moving out and handing over the room, the room key must be handed over to the residence hall teacher or the receptionist.

#### **4. Payment of the Residence Hall Fee<sup>84</sup>**

4.1. Residents of the residence hall are required to pay the agreed residence hall fee from their Neptun balance by the payment deadline.

4.2. The residence hall status of residents will be terminated if they do not pay their debts (dormitory fee, late payment fee) by the 30<sup>th</sup> day after the payment deadline.

4.3. In justified cases, the director of the residence hall may grant a deferral of payment up to 30 days (upon written request).

4.4. If the student has used the residence hall accommodation, but has not paid the residence hall fee by the extended deadline in accordance with 4.3., the University is entitled to issue a payment order to collect the outstanding fee and the student is obliged to move out of the residence hall immediately.

#### **5. Accommodation Unit and Room**

5.1. The occupants of the room are responsible for the furnishing of the rooms, and for keeping them in good condition. All students and visitors are responsible for the protection and proper use of the property of the residence hall.

5.2. The loss of the key to the accommodation or room must be reported at the residence hall reception without delay. The student must pay the cost of changing the lock. It is forbidden to copy or hand over the key to an unauthorized person.

5.3. Furniture, doors and windows in the room must be used as intended at all times, they must not be altered, repainted or dismantled. Any aesthetic damage caused by nailing and the application of stickers or cello tape must be repaired by the residents, or compensation must be paid. Only stickers or posters whose content is in line with the Christian spirit and values may be placed on the walls or doors (stickers with political, anti-religious or overtly sexual content are strictly prohibited).

5.4. Any faults detected in the rooms or in the territory of the residence hall (water, electricity, heating, etc.) must be recorded in the booklet at the reception. An emergency must be reported immediately to the receptionist, the maintenance man of the residence hall or the residence hall teacher.

5.5. In the room and the common kitchen, the use of equipment worth more than HUF 150,000 belonging to the student is only allowed with the approval of the residence hall teacher.

5.6. When leaving the residence hall, the room must be locked, doors and windows closed, and electrical appliances switched off (except for the refrigerator).

5.7. The accommodation units and rooms, including the furnishing and equipment, are cleaned by the residents themselves, and they are responsible for their cleanliness. The tidiness of the room is checked by the residence hall teacher on pre-arranged days. The residence hall teacher may check the order and cleanliness of the rooms at any time without prior notice. Failure to comply with hygiene and aesthetic

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<sup>84</sup> Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

requirements will result in a written warning; consecutive unsatisfactory conditions result in expulsion from the residence hall through disciplinary proceedings.

5.8. Electrical appliances in the rooms may be operated in compliance with the relevant regulations on contact protection, public safety and fire safety. The use of ovens or cooking appliances in the rooms is **PROHIBITED**.

## 6. Receiving Guests

6.1. External visitors and guests are required to present an identifying document (ID card, student card, passport) at the reception. The name of the guests is recorded at the reception, together with the names and room number of the student visited. The resident receiving the visitor has moral and financial responsibility for the visitor. He/she is obliged to ensure that the guest leaves the residence hall until 22.00.

6.2. The host is obliged to appear at the reception, and to identify his/her visitor. If the receptionist cannot reach the host and the host has failed to announce the arrival of the guest in advance, the visitor shall be refused entry.

6.3. The host is obliged to accompany the guest to the reception when he/she leaves. The receptionist shall record the time of departure. No visitor may stay in the residence hall area between 22.00 and 8.00.

## 7. Services of the Residence Hall

7.1. For laundry, washing machines and dryers are available in the building's laundry room. Washing machines and dryers are available between 07:00 and 22:00.

7.2. Irons, ironing board, mopping sets, vacuum cleaners, dustpans and brooms can be requested at the reception against the student ID card. After use, they must be returned to the reception immediately.

7.3. Cooking is only allowed in the kitchenettes or kitchens belonging to the residential unit or floor. Kitchen utensils, equipment and appliances may only be used in the kitchen; they may not be brought into the rooms. Due to the increased risk of contamination and mass food poisoning (which would result in the immediate closure of the residence hall by the National Public Health Center), it is FORBIDDEN to store unwashed dishes, food waste in the kitchen or rooms.

7.4. A designated lounge is available for meetings that do not violate the House Rules of the residence hall.

7.5. During the examination period, the residence hall study room is available to the residents, day and night, where talking or listening to the radio or music is allowed only without disturbing the residents there.

7.6. The computer room of the resident hall is available for residents. A designated person will explain the use of the room and the computers to the residents at the beginning of the academic year. The computer may only be used for educational purposes and electronic communication.

7.7.<sup>85</sup> Printing and photocopying are possible as announced by the director of the residence hall.

7.8. Sports equipment of the residence hall (balls, rackets,) can be used upon the handover of the student ID card.

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<sup>85</sup> Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

7.9. Letters for residents are placed in the letterbox of the room by the receptionist. Registered mails, money orders and packages can be picked up from the residence hall teacher or the receptionist.

7.10. The first aid box is located at the residence hall reception.

7.11. The residence hall reception is on duty for 24 hours.

## **8. Rules of the Residence Hall**

8.1. Residents of the residence hall may enter the building only by presenting their student ID or residence hall cards.

8.2. To ensure the quiet rest of the residents, the residence hall must be quiet from 22.00 to 08.00 (silence regulation). During this time, any noisy activity that may disturb the peace of the residents is prohibited. The residents must also respect the peace of their fellow residents during the day.

8.3. During the examination period, the silence regulation is also in force in the daytime, all activities involving noise must be avoided.

8.4.<sup>86</sup> All events planned after 22:00 and/or for a company of more than 20 persons, or in other locations of the residence hall (name day, birth day parties) can only be held with the permission of the residence hall teacher and must be reported to the director of the residence hall. The request must be submitted in writing at least three days before the planned event, naming the main organizer and the persons responsible for the order and cleanliness. The room used must be cleaned and handed over to the residence hall teacher until 9.00 the following morning.

8.5. It is forbidden to exclude a roommate from the accommodation unit or room.

8.6. Announcements may only be posted in the designated place, on notice board, signed and stamped by the residence hall teacher.

8.7.<sup>87</sup> It is strictly forbidden to smoke, to use an electronic cigarette or an electronic device imitating smoking, in the entire building of the residence hall and within 5 meters of the entrance to the building. Smoking, electronic cigarettes and electronic devices imitating smoking are allowed in a designated smoking area in the courtyard of the residence hall.

8.8. It is strictly forbidden to bring alcoholic beverages or drugs on the premises of the residence hall, and to store or consume them in the residence hall.

8.9. Everyone in the residence hall is obliged to observe the fire safety, accident prevention and hygiene rules.

8.10. Residents are required to save electricity and water. They must switch off the electricity and turn off the taps in toilets, showers and other common areas before leaving.

8.11. In kitchens and rooms, food and leftovers may be stored only in the refrigerator. It is strictly forbidden to leave unwashed dishes in the kitchens and rooms.

8.12. Waste cans, waste baskets must be emptied daily by the occupants of the rooms.

8.13. It is forbidden to throw anything out of the window, to put anything on the windowsill, to sit at the window or climb out of the window.

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<sup>86</sup> Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

<sup>87</sup> Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

8.14. It is forbidden to talk loudly, play music, sing or otherwise disturb the peace of the residents in front of the building or in the courtyard after 22:00 at night, and to drink alcohol there at any time of the day.

8.15. It is forbidden to bring equipment and furnishing out of the common area into the rooms (iron, ironing board, kitchen utensils, table, chair, armchair, etc.).

8.16. Furniture or other equipment from the rooms may not be unloaded in the corridor, moved to another room or thrown out. It is also prohibited to store or leave rubbish or anything else in the corridor.

8.17. Animals are not allowed on the premises.

8.18.<sup>88</sup> It is prohibited to bring highly flammable materials (fuel, motor oil) and equipment with high-energy consumption having a fire risk (oil radiator, electronic heater) into the building of the residence hall.

8.19.<sup>89</sup> It is forbidden to bring bicycles into the building of the residence halls. Bicycles can be stored in the designated bicycle storage area.

8.20. In the case of a suspected disciplinary action, emergency or other disorder, the residence hall teacher is entitled to enter the room (even with the use of a spare key) and take actions there. In his/her absence, the receptionist on duty may also take actions.

### **9. Leaving the Residence Hall**

9.1. Departures longer than a week must be reported to the residence hall teacher, if possible, providing contact details or address.

9.2. At the end of the spring semester, but no later than the day after the examination period, all students must move out of the residence hall. If their stay extends into July, a proportional residence hall fee must be paid.

9.3. The intention to move out must be notified in writing to the residence hall teacher 30 days before the move-out. When moving out of the residence hall, the room must be handed over to the residence hall teacher, with the keys, clean and according to inventory.

9.4. Unjustified moving out during the year is a disadvantage for admission in the following academic year.

9.5. Summer accommodation in the residence hall may be applied for in writing to the residence hall teacher no later than 30 days before the last day of the study period who will be able to arrange accommodation in the room designated by him/her or in another residence hall of the University, according to the order of applications, depending on availability of places.

### **10. Miscellaneous**

10.1.<sup>90</sup> Residents sharing a room, acting in good faith, must decide by common agreement in all cases not regulated by law or by the House Rules of the residence hall. Otherwise, any resident has the right of veto.

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<sup>88</sup> Added by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

<sup>89</sup> Added by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

<sup>90</sup> Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

10.2. Any student who has a complaint or problem with the work of the staff of the residence hall must report it in writing to the director of the residence hall.

10.3. Compliance with and enforcement of the provisions of the House Rules of the residence hall are monitored by the director of the residence hall and the residence hall teacher in cooperation with the Residence Hall Self-Governing Committee.

**Annex 4<sup>91</sup>**

Room Number: .....

**RESIDENCE CONTRACT<sup>92 93</sup>**  
(*financial status: [self-financed]*)

concluded between ..... *Residence Hall of Károli Gáspár University of the Reformed Church in Hungary (Hungarian abbreviation: KRE) (seat: 1091 Budapest, Kálvin tér 9., tax number: 18060676-2-43, institutional ID number: FI 44189), represented by* ....., and

**Name:**..... student, **Educational ID number:** .....  
**NEPTUN code:** .....  
as resident of the residence hall.

The Residence Hall provides accommodation for the above-mentioned student **for the academic year** ..../.....

The residence hall student agrees to transfer the residence hall fee amounting to **HUF** ...../month to the Neptun joint account of the University, and to pay it in the NEPTUN Education Administration system by the specified deadline.

The student acknowledges that:

- if he/she fails to meet the payment obligation by the deadline, a **late payment fee** is charged (based on the Table of Service Fees), which shall also be paid in NEPTUN.
- if he/she fails to meet the payment obligation within 30 days of the deadline, he/she must immediately move out of the residence hall.
- if he/she moves out of the residence hall without justification, he/she is obliged to pay, in addition to the fee for the month of moving out, the fee for the remaining period of the academic year, but a maximum of 2 months' residence hall fee. A justified move-out is a study trip announced in advance or the termination of the student status.
- he/she must give at least one month's notice of his/her intention to move out.

In addition to the residential room, the resident is entitled to use the common areas in the manner set out in the **House Rules**. As a residence hall resident, the student accepts the requirements laid down in the **Organizational and Operational Rules** of the University, and his/her behaviour and lifestyle are in all respects compatible with the reformed Christian spirit of the University.

I understand that the dormitory takes no responsibility for the valuables I bring to the Residence Hall. I declare that I shall comply with the **House Rules**, assume **responsibility for the cleanliness of my room**, use the technical equipment of the building as intended, **report and pay compensation for any damage** to the equipment provided to me, and observe the rules of selective waste collection. I acknowledge that the residence hall teacher and the representative of the Students' Union will check the order and cleanliness of the rooms on a weekly basis.

<sup>91</sup> Amended by Senate Resolution No. 96/2020. (VI. 24.), effective from 29 June 2020.

<sup>92</sup> Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

<sup>93</sup> Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

I understand that, when moving out of the residence hall, **the time of which I agree with the residence hall teacher during working hours**, I am obliged to personally account for the furniture and equipment, and leave the refrigerator in the room unplugged and defrosted, and the room in a clean, orderly condition **in the presence of the residence hall teacher**. I acknowledge that, if the said hand-over does not take place, **I will continue to be charged for the residence hall fee**.

Date of move-in: ...day ..... month..... year

.....

Student's signature

Stamp

.....

KRE

Annex 4/A<sup>94</sup>

Room Number: .....

**RESIDENCE CONTRACT**  
(*financial status: [self-financed]*)

concluded between ..... *Residence Hall of Károli Gáspár University of the Reformed Church in Hungary (Hungarian abbreviation: KRE) (seat: 1091 Budapest, Kálvin tér 9., tax number: 18060676-2-43, institutional ID number: FI 44189) represented by* ....., and

**Name:**..... (student), **Educational ID number:** .....  
**NEPTUN code:** .....  
as resident of the residence hall.

The University provides accommodation for the above-mentioned student pursuing studies at the University in the framework of *Stipendium Hungaricum Scholarship Programme / Scholarship for Christian Young People / Hungarian Diaspora Scholarship / Károli Christian Scholarship*<sup>95</sup> in the residence hall, free of charge, **for the academic year ..../.....**

The residence hall student agrees to give at least one month's notice of his/her intention to move out.

In addition to the residential room, the resident is entitled to use the common areas in the manner set out in the **House Rules**. As a residence hall resident, the student accepts the requirements laid down in the **Organizational and Operational Rules** of the University, and his/her behaviour and lifestyle are in all respects compatible with the reformed Christian spirit of the University.

I understand that the dormitory takes no responsibility for the valuables I bring to the Residence Hall.

I declare that I shall comply with the **House Rules**, assume **responsibility for the cleanliness of my room**, use the technical equipment of the building as intended, **report and pay compensation for any damage** to the equipment provided to me, and observe the rules of selective waste collection. I acknowledge that the residence hall teacher and the representative of the Students' Union will check the order and cleanliness of the rooms on a weekly basis.

I understand that, when moving out of the residence hall, the time of which **I agree with the residence hall teacher during working hours**, I am obliged to **personally** account for the furniture and equipment, and **leave the refrigerator in the room unplugged and defrosted**, and the **room in a clean, orderly condition in the presence of the residence hall teacher**. I acknowledge that the cleaning of the room is appropriate if it is approved by the person responsible for checking the cleaning.

Date of move-in: .... day.....month..... year

.....  
Student's signature

.....  
Stamp

.....  
KRE

<sup>94</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

<sup>95</sup> Please indicate the name of the scholarship programme.



## Moving Out Declaration<sup>97</sup>

(in the case of residence halls owned by the University)

The completed and signed declaration must be submitted to the reception of the  
.....residence hall.

Address: .....Phone: ..... (Reception)

I, **name:** ..... **Neptun Code:** .....

hereby declare that I have permanently moved out of the ..... residence hall. I have removed all my personal belongings from the residence hall. I cleaned my accommodation. I collected and discarded all the trash from the table, shelf, wardrobes, bed and from the drawer for bed linen. I did not leave any food or leftovers in the refrigerator and in the freezer in my room. I did not leave cello tape, posters or stickers on the walls, furniture or fridge.

Duvet, pillow, room key (please tick the appropriate):

- I handed in the key used during the academic year and the duvet and/or pillow I picked up when I moved in at the reception. I signed to relevant sheet at the reception to confirm that I handed in the duvet/pillow.
- I did not pick up a duvet/pillow.
- I cannot find the room key, so I could not hand it in.

I declare that if I have any debts to the residence hall or the University, I will reimburse them through the Neptun no later than 8 calendar days from the day of my moving out.

I acknowledge that if I fail to comply with this obligation, the University may take legal actions to enforce the claim. In the event of an outstanding debt – regardless of the amount – the University is entitled to reject my application for admission to the residence hall in the future without any further consideration of the merits.

**Important!** I acknowledge that in the case of a mid-year move-out, I am obliged to pay a fee for the remaining period of the academic year but for a maximum of 2 months beyond the current month.<sup>98</sup>

*Residence Hall Regulation, Annex 4, point f) of Article 18 (4):*

*In the event of termination of the residence hall membership during the academic year, in the case of points a-f) of Articles 17 (2) of this Regulation, upon moving out, students shall pay the residence hall fee for the remaining period of the academic year beyond the current month, but not more than 2 months.*

***In full knowledge of my legal responsibility I declare that the above information is true and correct.***

Budapest, ..... (day) ..... (month) ..... (year)

Signature: .....

<sup>96</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

<sup>97</sup> Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

<sup>98</sup> The cases of exemption from the payment of the 2-month residence hall fee are laid down in point f) of Article 18 of the Residence Hall Regulations (OOR, III.4 of the Student Requirement System): the reason for terminating the residence hall membership is the termination of the student status, study abroad programme or compulsory internship.

## Annex 5

## Moving Out Declaration<sup>99</sup> (for other rented accommodation)

The completed and signed declaration must be submitted to the reception of the .....  
residence hall.

Address: ..... Phone: ..... (Reception)

I, **name:** ..... **Neptun Code:** .....

hereby declare that I have permanently moved out of the ..... residence hall. I have removed all my personal belongings from the residence hall. I cleaned my accommodation. I collected and discarded all the trash from the table, shelf, wardrobes, bed and from the drawer for bed linen. I did not leave any food or leftovers in the refrigerator and in the freezer in my room. I did not leave cello tape, posters or stickers on the walls, furniture or fridge.

I declare that if I have any debts to the residence hall or the University, I will reimburse them through the Neptun no later than 8 calendar days from the day of my moving out.

I acknowledge that if I fail to comply with this obligation, the University may take legal actions to enforce the claim. In the event of an outstanding debt – regardless of the amount – the University is entitled to reject my application for admission to the residence hall in the future without any further consideration of the merits.

**Important!** I acknowledge that in the case of a mid-year move-out, I am obliged to pay a fee for the remaining period of the academic year but for a maximum of 2 months beyond the current month.<sup>100</sup>

*Residence Hall Regulation, Annex 4, point f) of Article 18 (4):*

*In the event of termination of the residence hall membership during the academic year, in the case of points a-f) of Articles 17 (2) of this Regulation, upon moving out, students shall pay the residence hall fee for the remaining period of the academic year beyond the current month, but not more than 2 months.*

***In full knowledge of my legal responsibility I declare that the above information is true and correct.***

Budapest, ..... (day) ..... (month) ..... (year)

Signature: .....

<sup>99</sup> Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

<sup>100</sup> The cases of exemption from the payment of the 2-month residence hall fee are laid down in point f) of Article 18 of the Residence Hall Regulations (OOR, III.4 of the Student Requirement System): the reason for terminating the residence hall membership is the termination of the student status, study abroad programme or compulsory internship.

Annex 7<sup>101</sup>

STUDENT RESIDENCE HALL FEES					
No.	Name of the Service	Fee in the academic year (Ft/person/month)		Fee in the academic year (Ft/person/day)	
		2019/2020	from 2020/2021	2019/2020	from 2020/2021
1.	General residence hall fee <b>in the academic year</b> , for full-time students of Károli Gáspár University of the Reformed Church in Hungary (Hungarian abbreviation: KRE) funded through a Hungarian state scholarship	13 000		-	-
	<i>Benda Kálmán College of Excellence in Humanities and Social Sciences (category IV)</i>	13 000	17 000	-	-
	<i>Bethlen Gábor Residence Hall (category I)</i>	13 000	9 320	-	-
	<i>Bocskai István Residence Hall (category I)</i>	13 000	9 320	-	-
	<i>Nagykőrös Residence Hall (category I)</i>	13 000	9 320	-	-
	<i>Óbuda Student Hostel, rented accommodation (category II)</i>	13 000	11 650	-	-
	<i>Korall Residence Hall in Kecskemét (category IV)<sup>102</sup></i>		17 000		
2.	General residence hall fee <b>in the academic year</b> , for full-time self-funded students of Károli Gáspár University of the Reformed Church in Hungary	21 500	21 500	-	-
3.	Accommodation in the <b>academic year</b> , for students of other higher education institutions, and for lecturers or guests visiting other higher education institutions	25 000	25 000	2 500	2 500
4.	Accommodation in the <b>academic year</b> , for guests (close relatives) of university students living in the residence hall	-	-	2 500	2 500

<sup>101</sup> Amended by Senate Resolution No. 57/2020. (V.04.), effective from 11 May 2020.<sup>102</sup> Amended by Senate Resolution No. 254/2020. (X.14.), effective from 19 October 2020.

<b>STUDENT RESIDENCE HALL FEES</b>					
No.	Name of the Service	Fee in the academic year (Ft/person/month)		Fee in the academic year (Ft/person/day)	
		2019/2020	from 2020/2021	2019/2020	from 2020/2021
5.	General residence hall fee in the <b>summer holidays</b> <sup>1</sup> for KRE students who had active student status in the spring semester	21 500	21 500	2 000	2 000
6.	General residence hall fee in the <b>summer holidays</b> <sup>1</sup> for KRE students who had passive status in the spring semester, or who have already completed their studies, and for the students of other higher education institutions	25 000	25 000	2 500	2 500
7.	General residence hall fee in the <b>summer holidays</b> <sup>103</sup> for close relatives of KRE students living in the residence hall	-	-	2 500	2 500
8.	General residence hall fee in the <b>summer holidays</b> <sup>1</sup> for other guests	-	-	2 500	2 500
9.	Accommodation for persons having legal status with the university, or for guests belonging to the Reformed Church (e.g. lecturers) (the fee is the same in the academic year and in the summer holidays <sup>1</sup> )	20 000	20 000	2 000	2 000
10.	Accommodation for scholarship lecturers visiting Károli Gáspár University of the Reformed Church in Hungary (the fee is the same in the academic year and in the summer holidays <sup>1</sup> )	40 000	40 000	3 500	3 500
11.	Accommodation for foreign guest students studying at Károli Gáspár University of the Reformed Church in Hungary (the fee is the same in the academic year and in the summer holidays <sup>1</sup> )	35 000	35 000	3 500	3 500
12.	Accommodation for foreign students studying in the framework of <i>Stipendium Hungaricum</i> and <i>Scholarship for Christian Young People</i> <sup>104</sup> at Károli Gáspár University of the Reformed Church in Hungary	40 000 <sup>105</sup>	40 000	3 500	3 500

<sup>103</sup> Summer holiday: the period between 1 July and 31 August

<sup>104</sup> In the framework of *Stipendium Hungaricum* and *Scholarship for Christian Young People* the monthly residence hall fees of the students studying at Károli Gáspár University of the Reformed Church in Hungary are covered by the Scholarship Programmes.

**Annex 8****Bocskai István College for Advanced Studies in Law  
Organizational and Operational Rules****PREAMBLE**

The College for Advanced Studies is a high standard, community-forming, autonomous institution which aims at providing high quality professional education by developing its own professional programme thus helping to nature the talents of outstanding students to develop professionally demanding intellectuals who are sensitive to social problems and take part in public life. The College also aims to prepare its members for intellectual tasks and independent activities to develop science and culture by creating the required material and human resources. In order to achieve its goals, the College ensures the organisation of scientific lecture series, courses and cultural events based on student self-activity, the organization of high-level classes and professional consultations, the creation of a public sphere ensuring a diversity of opinions, the building of a framework for a way of life based on common values and collective action.

**Chapter I****BASIC PROVISIONS****The name of the College, its organizational framework****Article 1**

- (1) The name of the College in Hungarian: Bocskai István Állam- és Jogtudományi Szakkollégium, in English: Bocskai István College for Advanced Studies in Law (hereinafter referred to as the College)
- (2) The College is an intellectual and community workshop for law students of the Faculty of Law of Károli Gáspár University of the Reformed Church in Hungary.
- (3) The College is an independent organizational unit operating within the framework of the Bocskai István Residence Hall.
- (4) The College's court of arms: a picture of Bocskai István's portrait with the inscription „Bocskai István Állam- és Jogtudományi Szakkollégium” (Bocskai István College for Advanced Studies in Law).

**The scope of the College's Regulation****Article 2**

- (1) The scope of the Organizational and Operational Rules of the College (hereinafter referred to as the Regulation) extends to the College and to the students of the College.
- (2) A college student is a student of the Faculty of Law of Károli Gáspár University of the Reformed Church in Hungary who has been admitted to the College as a resident or visiting member.
  - a) resident student: a student for whom the College provides accommodation in the residence hall.
  - b) visiting member: a student who accepts the fundamental rules and other regulations of the College but does not receive accommodation in the residence hall.
  - c) senior member: a student participating in a doctoral programme in the field of law who has not yet defended his/her dissertation. His/her task is to promote the professional development of the college working group in his/her field of research. He/she is a non-voting member of the General Assembly. Each working group may have only one senior member. His/her term of office is one year which can be renewed until the end of the doctoral degree procedure.

## Chapter II

### ORGANIZATIONAL AND OPERATIONAL PRINCIPLES OF THE COLLEGE

#### **Article 3**

- (1) The aim of the College is
  - a) to promote the professional competence of its members by all possible means,
  - b) to develop in its members a spirit of independent thinking and initiative, and enrich their personality,
  - c) to develop a spirit of responsibility in its members,
  - d) to develop and safeguard the community life of the College.
- (2) To achieve the goals set out in section (1), the College shall use all means at its disposal to promote the legal studies and foreign language proficiency of its members.
- (3) College students are obliged to complete their legal studies responsibly and in a manner worthy of a college student and to participate in the training system of the College.
- (4) All members and officers of the College shall be liable for any breach of duty or misuse of their rights.
- (5) All college students have the same rights and obligations.
- (6) A college student may not have a purely financial interest in his/her college membership, nor may he or she derive any purely financial benefit from it. The college membership may not be based on a financial interest. A college student may not derive any financial benefit from holding a course or performing any other activities of public interest as a member of the College.

#### **Article 4**

- (1) The College operates on the principles of self-government and democracy.
- (2) The members of the College decide, in particular, on the adoption of the organizational and operational rules of the independent College, and on the election, control and dismissal of its officers in accordance with the provisions of the Regulation.
- (3) The College is an institution independent of political parties.
- (4) All matters relating to the College are open to all college members. All members are obliged to inform the interested parties of such matters in due time. In particular, the officers of the College shall have this obligation with regard to the decisions they take and their activities in relation to the College. All members shall have the right to express their opinion on matters relating to the College.

#### **Article 5**

- (1) The regulations in force must be available to all college members. The President shall ensure that the regulations are published and made available.
- (2) In the case of the adoption of new regulations or amendments to the regulations, the President shall ensure that these are made available to all members of the College and published in a consolidated form within 8 days of their adoption.
- (3) In case of any doubts, the regulation available on the official website of the College shall be deemed to be the Regulation in force.

## Chapter III

### ORGANIZATION OF THE COLLEGE

#### **GENERAL ASSEMBLY**

#### **The tasks of the General Assembly**

**Article 6**

- (1) The main decision-making body of the College is the General Assembly which is made up of the College Teacher and the college students.
- (2) The General Assembly may decide on all matters affecting the life of the College which are not expressly referred to another body or officer by the Regulation.
- (3) The General Assembly is responsible in particular for:
  - a) the adoption and amendment of the College Regulation and other regulations,
  - b) adoption and modification of the annual professional programme,
  - c) the election of the President at the last General Assembly of the academic year,
  - d) election of other officers,
  - e) deciding on the College's budget management, investment, development and renovation issues;
  - f) the establishment of workshops,
  - g) deciding on the participation in calls for applications concerning the College and the organisation of important programmes.
- (4) The term of office of a member of the General Assembly is terminated
  - a) at the end of the term of office,
  - b) by written resignation addressed to the President of the College,
  - c) by suspension of membership by the Disciplinary Committee
  - d) by termination of the College membership.
- (5) In the event of a successful motion of censure against the President and the Vice-Presidents, the President shall act as acting president in relation to the convening and conduct of the General Assembly until the election of a new president.

**Convening the General Assembly****Article 7**

- (1) The General Assembly shall be convened by the President at least twice a semester during the study period.
- (2) The President shall convene the General Assembly (Extraordinary General Assembly) immediately, within 8 days of the submission of a written request to that effect, if
  - a) it is initiated in writing by more than one third of the members,
  - b) it is requested by the College Teacher in writing,
  - c) the number of college members falls below twenty.
- (3) The General Assembly may also be convened by the College Teacher if the President fails to convene the General Assembly within the time or for the reason referred to in section (2), or if he/she discovers or becomes aware of an infringement which endangers or prevents the proper functioning of the College.

**Article 8**

- (1) The invitation to the General Assembly shall indicate the items on the agenda, the exact place and date of the General Assembly.
- (2) The convocation of the General Assembly is valid if the invitation to the General Assembly is sent to all members of the General Assembly by email to the email address provided by the member of the General Assembly, and is posted on the notice board of the College.
- (3) The invitation to the General Assembly must be sent out at least 4 days before the scheduled date of the General Assembly. In the case of an Extraordinary General Assembly, this deadline is 2 days.

**Article 9**

- (1) A member of the General Assembly must excuse his/her absence at the latest by the beginning of the General Assembly. If a member has not excused himself/herself in advance, he/she may certify

his/her absence within 7 days after the date of the meeting. The Presidium shall decide on the certificate.

- (2) If a member of the General Assembly has not attended the General Assembly twice during a semester, without an excuse, and does not certify his/her absence, his/her college membership shall automatically be terminated.

### **Article 10**

Decisions and resolutions adopted at a General Assembly convened or held in violation of the rules of procedure shall be null and void.

## **Procedure of the General Assembly**

### **Article 11**

- (1) The general procedure of the General Assembly:
  - a) enumeration of those present, establishing the quorum,
  - b) election of the minute-taker and minutes certifiers,
  - c) election of a ballot counting committee, in the case of personal matters,
  - d) adoption of the agenda.
- (2) A quorum shall exist at the meeting if 50% of the members + 1 person are present. Other invited guests may attend the General Assembly in an advisory capacity.
- (3) The General Assembly may discuss in particular those items on the agenda which have been announced in the invitation to the General Assembly and for which the necessary proposals and documentation have been received 3 days before the day of the General Assembly.
- (4) An amendment to the agenda may be requested at the meeting by any member of the General Assembly if more than one third of the members present approve the proposal for the amendment.
- (5) If reports of the officers are to be presented at the General Assembly, the reports and the vote on the reports shall, if possible, be held after the agenda has been set, prior to the other items on the agenda.
- (6) At a General Assembly reconvened with the same items on the agenda, the quorum exists only if one third of those entitled to vote are present. A reconvened General Assembly may be convened at the earliest on the seventh day following the original General Assembly.

### **Article 12**

- (1) Minutes are drawn up of the General Assembly. The minutes shall contain the exact place and time of the meeting, the names of those present and the names of those absent for reasons or without justification, the items on the agenda discussed, the substance of the speeches, the resolutions adopted, with an indication of the numerical result of the vote. At the reasoned request of the speaker, his/her speech shall be recorded verbatim.
- (2) The minutes shall be kept by the minute-taker who shall be responsible for their accuracy. The minutes shall be signed by the two members of the General Assembly requested to verify them, and by the President.
- (3) The President shall be responsible for publishing the minutes electronically and for keeping a printed copy ensuring that they are available to all members and officers of the College.
- (4) Access to the minutes of the General Assembly must be made available to any college member on prior request.

## **Voting at the General Assembly**

### **Article 13**

- (1) The members of the General Assembly are entitled to vote at the General Assembly meeting. The right to vote, participate and speak must be exercised in person.



- (2) Decisions of the General Assembly are made by simple majority. The adoption or amendment of the Organizational and Operational Rules shall require the vote of at least two-thirds of the members present (qualified majority). In the event of a tie, the President shall have the casting vote.
- (3) Invalid votes shall not be taken into account in the counting of votes.
- (4) Decisions shall be taken by open ballot; voting on personal matters shall be by secret ballot.
- (5) In urgent cases, the President may also order a vote by email on matters falling within the tasks and powers of the General Assembly. The detailed rules of the electronic General Assembly (e-Assembly) are set out in Appendix 1 to this Regulation.

### **THE COLLEGE TEACHER AND HIS/HER DUTIES**

#### **Article 14**

- (1) The College is managed by the College Teacher who is the responsible leader of the College.
- (2) In addition to the tasks specified in the University's Residence Hall Regulations, OOR III.4, the duties of the College teacher are:
  - a) to represent the University and the Faculty in the College, and to represent the College before the University and the Faculty and, with prior notification to the Rector, before external bodies,
  - b) to ensure compliance with the law and to perform the economic and administrative tasks specified by university regulations,
  - c) to submit the College's organizational and operation rules, the development plan and financial reports to the supervisory board,
  - d) to organize and manage the specialized training of college students with the help of representatives of the specialisations,
  - e) to take care of professional tasks, to prepare and coordinate professional and study work,
  - f) to organize college seminars and propose visiting lecturers for the College,
  - g) to supervise the students' scientific activities,
  - h) to supervise the proper operation of the College's website,
  - i) to evaluate the professional work of the students each semester, by listening to the opinions of the workshop leaders,
  - j) to report on the annual work to the General Assembly and the Supervisory Board within one month of the end of the academic year,
  - k) if necessary, to initiate a disciplinary procedure against a member of the College.

#### **Article 15**

- (1) The position of the College Teacher may be filled through an application procedure announced by the Dean, taking into account the provisions of this Regulation. The applications are evaluated by the Presidium.
- (2) The College Teacher is appointed by the Dean for a fixed term.

#### **Article 16**

- (1) The office shall be terminated at the end of the fixed term, upon resignation or dismissal.
- (2) The College Teacher may resign without justification at the end of the academic year. The College Teacher may resign at any other time for justifiable reasons. The resignation defined in this section shall be effective if accepted by the Dean.
- (3) If the College Teacher is in serious breach of his/her duties or behaves in a manner unworthy of his/her office, he/she may be dismissed with immediate effect by the Dean.

## PRESIDIUM

### **Article 17**

- (1) The Presidium is the advisory board of the President of the College, the operational, self-governing body of college life which represents the interests of college students.
- (2) The members of the Presidium are the President, the Vice-President General, the Vice-President for Professional Affairs and the leaders of the workshops.
- (3) The tasks of the Presidium are:
  - a) to protect the interests of college students,
  - b) to assist the President's work with advice,
  - c) to prepare the decisions of the General Assembly,
  - d) to submit a report on the College's finances, the preparation of the annual draft budget and its implementation.
- (4) The Presidium may decide to entrust specific tasks to certain college students. This decision shall be published without delay in such a way that it clearly identifies the student and the duties to be performed.
- (5) The Presidium shall decide on all matters referred to it by the General Assembly, or on which any member of the College requests a decision and which are not explicitly referred to another body by the OOR.

### **Article 18**

- (1) A member of the Presidium shall
  - a) perform his/her duties with due care,
  - b) implement the decisions of the General Assembly and the Presidium,
  - c) report to the General Assembly on any question from any member of the College,
  - d) ensure the transfer of the tasks falling within his/her competence after the termination of his/her office.
- (2) The membership in the Presidium is terminated
  - a) by resignation from office,
  - b) by permanent absence (due to the absence of a Presidium member for more than 30 days or four unjustified absences from Presidium meetings,
  - c) by recall,
  - d) upon termination of the College membership.
- (3) If the Presidium membership is terminated, the General Assembly shall elect a new member for the rest of the academic year.

### **Article 19**

- (1) The Presidium is chaired by the President of the College. The President is responsible for carrying out the duties of the Presidium.
- (2) The President shall convene, prepare and chair the meetings of the Presidium. Depending on the volume of work, the Presidium meets regularly, and at least once during the examination period.
- (3) The meetings are open to the members of the College. The President may invite to the meeting any college member, in an advisory capacity, who is concerned or competent in an item on the agenda.
- (4) At the Presidium meeting a quorum exists if more than half of the members are present.
- (5) The decisions and recommendations of the Presidium shall be taken by secret ballot, by simple majority. Minutes shall be taken of the meetings.
- (6) The members of the Presidium may not abstain from voting, except on personal matters.
- (7) Decisions of a Presidium meeting convened or held in violation of essential procedural rules are null and void.

- (8) In urgent cases, the rules on convening the meeting and publishing the agenda may be waived. In such cases, any member of the Presidium may convene the meeting of the Presidium by means of an immediate means of communication or otherwise.

#### **Article 20**

Within the workshops, the Presidium may decide to set up a working group upon the written request of at least three college students. The decision shall be published immediately and shall clearly identify the leader and members of the working group.

### **PRESIDENT OF THE COLLEGE**

#### **Article 21**

- (1) The President of the College is the strategic and professional student leader of the College.
- (2) The President is a student with at least six validly completed semesters, elected by the General Assembly by a simple majority at the last meeting of the academic year, for a term of one academic year. The President is responsible for coordinating the work of the College and for contributing to the organization of professional programmes involving the College as a whole.
- (3) As a student leader, the President represents the College in external forums, in particular in cooperation with other colleges, and before the University management and other bodies.

#### **Article 22**

- (1) He/she has full decision-making competence in matters concerning the College, except for matters referred to the competence of another body by the OOR.
- (2) In particular, the President is responsible for
  - a) convening and chairing the meetings of the General Assembly and the Presidium,
  - b) maintaining contacts with the Faculty's departments, lecturers and other external organizations,
  - c) providing expert opinion on the Organizational and Operational Rules of the College,
  - d) making proposals for programmes, conferences, courses and lecturers to be held in the College.
- (3) The President performs his/her duties in ongoing cooperation with the members of the Presidium.
- (4) The College Teacher and the President have the right to decide on financial matters.

#### **Article 23**

In the event of the President being prevented from attending, he/she shall be replaced by the Vice-President General or the Vice-President for Professional Affairs, except for the right to convene the General Assembly and to decide on financial matters.

### **VICE-PRESIDENT GENERAL OF THE COLLEGE**

#### **Article 24**

- (1) The Vice-President General is the College's administrative and economic manager and the community leader of the College, and is the President's general deputy.
- (2) The Vice-President General is a student with at least four validly completed semesters, elected by the General Assembly by a simple majority at the last meeting of the academic year, for a term of one academic year.

#### **Article 25**

- (1) In particular, the duties of the General Vice-President are
  - a) to manage the College's administrative affairs;
  - b) to provide general information about the work of the College on the college notice board,
  - c) to keep the content on the internet and the College's own website up to date,

- d) preparing invitations and posters for the College's public programmes and preparing protocol correspondence with the invited guests,
- e) keeping the College Teacher and the President informed of the College's financial management,
- f) preparing the College's budget and end-of-year accounts, financial planning of the costs of the programmes.

### **THE COLLEGE'S VICE-PRESIDENT FOR PROFESSIONAL AFFAIRS**

#### **Article 26**

- (1) The Vice-President for Professional Affairs is responsible for the professional affairs of the College.
- (2) The Vice-President for Professional Affairs is a student with at least four validly completed semesters, elected by the General Assembly by a simple majority at the last meeting of the academic year, for a term of one academic year.

#### **Article 27**

- (1) In particular, the duties of the Vice-President for Professional Affairs are
  - a) to coordinate the professional work of the College,
  - b) to contribute to the organization of professional programmes of the College as a whole,
  - c) to prepare and submit, on the basis of proposals from the workshop leaders and with the agreement of the President, the professional plan for the academic year in question to the General Assembly for approval,
  - d) to coordinate the work of the workshops, to propose and prepare events to be organized jointly by the workshops, and to coordinate their implementation.

#### **Article 28**

- (1) In order to coordinate the plans for the academic year and the related professional requirements, and to prepare the semester professional plan, he/she shall consult with the teachers of the workshops at least once a semester.

### **WORKSHOPS**

#### **Article 29**

- (1) In the College, the teaching, scientific and research work is carried out in the workshops. Within the College, the General Assembly shall set up workshops based on the interests of the members, in order to deepen their scientific work. The purpose of the workshops is to provide a framework for members to deepen their knowledge and research in a given field.
- (2) The workshops operate independently, on the basis of a separate workshop programme.
- (3) In order to facilitate their operation, the workshops recruit research-coordinating workshop leaders from among the lecturers of the Faculty.
- (4) The workshops organize professional lectures, training courses and other programmes in which the workshop members are obliged to participate.

#### **Article 30**

- (1) The workshops are led by the workshop leader. The workshop leader is elected by the workshop for a period of one academic year.
- (2) Workshop meetings are open to all members of the College, and participation is compulsory for all workshop members. No more than one absence per semester is allowed from workshop meetings. If a college student fails to attend half of the workshop meetings and does not certify his/her absence, his/her college membership will be automatically terminated.

- (3) Members must have an independent research work plan approved by the workshop leader and the Vice-President for Professional Affairs.

### **Article 31**

- (1) Workshops meet at least twice a semester during the study period (workshop meetings).
- (2) Workshop meetings are open to all members of the College, and participation is compulsory for all workshop members. No more than two absences per semester are allowed from workshop meetings.
- (3) The workshop meeting shall
  - a) elect the workshop leader on the proposal from the Vice-President for Professional Affairs and with the agreement of the President,
  - b) propose the courses, the curriculum, the professional requirements, the semester programme and the lecturers to be employed as workshop leaders,
  - c) approve the workshop programme.

### **Article 32**

- (1) The work in the workshop is coordinated by the workshop leader.
- (2) The workshop leader is a student with at least two validly completed semesters. His/her term of office is for one academic year.
- (3) The workshop leader shall
  - a) prepare, in consultation with the Vice-President for Professional Affairs, the study programme for the workshop (workshop programme) detailing the academic requirements of the workshop members,
  - b) monitor and evaluate the performance, progress and diligence of the workshop students in a recommendation to the College Teacher each semester,
  - c) give an opinion on the applicants' applications before admission to the College,
  - d) report on the work of the workshop to the General Assembly.

### **Article 33**

- (1) The workshop programme must be submitted by the workshop leader within two weeks before the headline for submission of the budget.

## **WORKING GROUP**

### **Article 34**

- (1) Within the workshops, working groups may be set up, with the authorization of the Presidium, to deepen the scientific work of the members, based on their narrower interest.
- (2) The minimum number of members of a working group shall be three.
- (3) Each college member must belong to a working group.

### **Article 35**

- (1) The term of office of the working group leader is one academic year.
- (2) The duties of the working group leader are
  - a) to organize professional lectures, training courses and other programmes,
  - b) to assist the members of the working group in the implementation of their research work plan,
  - c) to report to the workshop leader on the work of the working group, its members' achievements and progress each semester.

## Chapter IV

### THE OPERATION OF THE COLLEGE

#### Management of the College

##### Article 36

- (1) The College is independently managed from the budget required to perform its tasks.
- (2) The College's budget and the accounts shall be prepared and submitted to the General Assembly by the Vice-President General with the approval of the President. The General Assembly shall decide on the acceptance or modification of the budget by a simple majority of the members present.
- (3) The budget can be used for
  - a) the expenses incurred in connection with the College's programmes (financial management of professional and scientific events, cultural, community programmes, travel costs, expenses of invited guests) and,
  - b) the implementation of conditions (purchase of books, periodicals, library memberships, etc.) which help or facilitate the operation of the College and the exercise of rights and obligations of its members.
- (4) By 15 October, the College Teacher submits the annual budget for the given academic year and the budget report for the previous academic year to the Dean for approval.
- (5) When setting the budget of the College, the College Teacher's opinion should be sought.

#### Study system of the College

##### Article 37

- (1) The events and annual programme of the College are compiled by the College Teacher and the Presidium by 15 October each year.
- (2) By 15 June each year, the College Teacher reports to the Dean on the professional programmes for the academic year.

##### Article 38

- (1) The College's study system consists of the following elements:
  - a) thematic courses, lectures,
  - b) the preparation of prescribed scientific papers,
  - c) participation in research work and the preparation of scientific papers,
  - d) participation in university scientific events (lectures by leading Hungarian and foreign researchers, conferences, etc).
- (2) Participation in the programmes organized by the College is compulsory for all college students.
- (3) Students may submit a certificate of absence from the programmes to the Presidium within 10 working days.

#### Sanctions

##### Article 39

- (1) If a college student fails to attend the programmes organized by the College more than four times without justification, or is in culpable breach of other obligations, the Presidium, with the agreement of the College Teacher, may initiate the dismissal of the college student for non-compliance with his/her study obligations to the Admission Committee.
- (2) The College Admission Committee shall decide on the dismissal of the college student. The student may appeal against the decision. The appeal addressed to the Dean must be submitted within 15 days.

- (3) A college student whose membership has been terminated by the College Admission Committee for academic reasons, shall automatically lose all the rights he/she had as a college student.

## ADMISSION RULES OF THE COLLEGE

### General rules for admission

#### Article 40

- (1) Admission to the College is only possible after a successful admission procedure.
- (2) Only students of the Faculty's law programme who have completed at least one semester may participate in the admission procedure.
- (3) The college membership gained by admission lasts during the studies at the Faculty until obtaining the Absolutorium (pre-degree certificate), provided that the college member fulfils the obligations required to maintain the membership.

#### Article 41

- (1) The College Admission Committee shall publish a call for applications by the end of the study period preceding the relevant academic year, indicating the number of students to be admitted in the admission procedure.
- (2) The College admission procedure consists of two parts: the evaluation of the written applications and the oral interviews.

### The College Admission Committee

#### Article 42

- (1) The admission procedure is carried out by the current College Admission Committee which consists of the College Teacher and at least two members of the Presidium.  
The College Admission Committee is chaired by the College Teacher.
- (2) Applications for admission to the College are assessed by the College Admission Committee.
- (3) Duties of the College Admission Committee during the admission procedure are:
  - a) to establish the deadlines for admission,
  - b) to conduct interviews for admission,
  - c) to evaluate the applicant's professional abilities and previous performance,
  - d) to take a decision on the applicant's admission,
  - e) to announce the results of the admission procedure.
- (4) The results of the admission procedure shall be published by the College Admission Committee within 5 working days of the last oral interview. The College Admission Committee shall inform the applicants of the results by announcement and by electronic means.
- (5) During the admission procedure, minutes shall be drawn up of the Committee's work, containing a clear statement of each applicant's position on whether or not the Committee supports his/her admission.

### How to apply

#### Article 43

- (1) Admission to the College must be applied for on a form (admission form) which can be downloaded from the homepage of the Faculty and the College.

- (2) Applications, together with their attachments, must be submitted to the place indicated in the call for applications by the deadline specified therein. It is not possible to correct deficiencies after the application deadline.
- (3) The application must include a completed admission form, a CV, copies of the documents proving the achievements and awards indicated in the admission form and CV, and a description of the research topic and activities the applicant intends to pursue within the framework of the College and how he/she wishes to contribute to its work (research work plan).

### **Oral interviews and results of the admission**

#### **Article 44**

- (1) Applicants will be interviewed by the College Admission Committee at a date and time specified by the College Admission Committee, which will notify all applicants electronically within one week of the admission deadline.
- (2) At the oral interview, the College Admission Committee may be supplemented by competent lecturers from each academic field.
- (3) The College Admission Committee interviews the applicants and, after the last interview, taking into account the written applications and the opinions of the College Teacher and any invited lecturers, makes a recommendation for acceptance of the applicants for membership of the College.
- (4) Following the oral interviews, the College Admission Committee shall determine and record in minutes the list of newly admitted applicants (and those who have successfully applied for renewal of their membership) and shall publish the decision without delay.

#### **Article 45**

- (1) The College Admission Committee may publish a call for applications to fill vacancies during the academic year within two weeks.

### **Legal remedy**

#### **Article 46**

- (1) Appeals against the admission decision may be submitted to the College Admission Committee within 15 days of the publication of the decision.
- (2) Appeals shall be assessed by the Dean.

## Chapter VI

### MEMBERSHIP OF THE COLLEGE

#### **College membership**

#### **Article 47**

- (1) A member of the College may be a person who has been admitted to the College after successfully passing the entrance examination. The college membership shall be established on the basis of the decision of the admission board (College Admission Committee) on the day following the publication of the decision for an indefinite period of time during the studies at the Faculty, but no later than the acquisition of the Absolutorium (pre-degree certificate).
- (2) Membership rights and obligations of students in semester postponement (passive student status at the Faculty) are suspended and the period of postponement does not count towards the period of their college membership.
- (3) The college membership shall be terminated
  - a) upon obtaining the Absolutorium (pre-degree certificate),
  - b) when the student's student status with the University is terminated,



- c) if the student resigns in writing from his/her membership, at the time of making the declaration or at a later date indicated in his/her declaration,
  - d) if the student fails to fulfil his/her obligation specified in points d-e) of Article 49 (1)
  - e) if the conditions set out in Article 9 (2) occur,
  - f) if the conditions set out in Article 31 (2) occur.
- (4) College membership may also be terminated through disciplinary proceedings, if the student severely violates the Organizational and Operational Rules of the College.
- (5) In the event of termination of his/her college membership under Article 47 (3), the student may submit an appeal to the College Teacher within 15 days of the termination. There is no right of appeal against the decision of the College Teacher.
- (6) In the cases specified in Article 47 (3) and after the unsuccessful exhaustion of the remedy specified in section (2), the college membership shall be terminated with immediate effect.

### **Rights of the college student**

#### **Article 48**

- (1) In addition to the rights set out in the University's Residence Hall Regulations and the Organizational and Operational Rules, the following rights are granted to the college student:
- a) may participate in discussions on matters relating to the College, express his/her opinion freely and make suggestions,
  - b) may elect and be elected to a professional leading position,
  - c) may participate in the work of the College's self-government, may elect and may be elected in the election of the College's officers,
  - d) may initiate and participate in the work of professional courses or any other organisation,
  - e) have the right to use the services of the College and the facilities provided by the College for study, culture, entertainment and sports,
  - f) is entitled to receive, within 15 working days, a substantive answer to any written question concerning his/her college membership and activities.

### **Obligations of the college student**

#### **Article 49**

- (1) In addition to the provisions of the University's Residence Hall Regulations (Article 19) and the Organizational and Operational Rules, the college student is obliged to:
- a) observe and comply with the rules of the University and this Regulation,
  - b) complete his/her university studies in accordance with the College's study rules,
  - c) participate in the professional work of the College and take an active part in other college activities,
  - d) write at least one required essay or paper by the end of the academic year,
  - e) report on his/her research work and paper at least once during the autumn semester,
  - f) participate in the work of the college workshop and fulfil his/her academic obligations to the best of his/her abilities,
  - g) attend the General Assemblies of the College,
  - h) use, preserve and protect the equipment entrusted to or used by him/her in accordance with its intended use,
  - i) preserve the good reputation of the College, the Faculty and the University,
  - j) behave in a manner worthy of a college student.

**Article 49/ A**

- (1) The obligation specified in point d) of Article 49 (1) may be replaced by an academic competition in the academic year in question, provided that it is subject to the preparation of a competition essay, accepted by the Presidium, which meets or exceeds the requirements of a term paper. The obligation specified in point d) of Article 49 (1) may not be fulfilled by a term paper submitted to the Faculty.
- (2) The provisions of Article 63 (3) on Term paper of the Academic and Exam Regulation shall apply to the quality and formal requirements of the essay.
- (3) In the event of a breach of Article 50 (2)-(3), the obligation shall be deemed not to have been fulfilled.

**Disciplinary procedure****Article 50**

- (1) If the student is in serious breach of the Organizational and Operational Rules of the College, disciplinary procedure shall be initiated against him/her.
- (2) A serious breach of the Organizational and Operational Rules of the College shall be deemed to have occurred, in particular, if the student performs his/her duties for financial gain, or if he/she engages in activities or behaves in a manner that jeopardise the operational goals of the College.
- (3) Disciplinary procedures shall be initiated ex officio at the initiative of the General Assembly or upon request of the College Teacher.
- (4) Disciplinary procedures are carried out by a member of the Presidium, the College Teacher and a member of the College.
- (5) At the end of the disciplinary proceedings, a decision shall be taken to terminate the procedure or to impose liability, and the college membership shall immediately be terminated if liability is imposed for breach of the rules or failure to comply with the obligations.

**Legal remedy****Article 51**

- (1) All students affected by a decision, measure or failure to act (hereinafter referred to as decision) of the bodies and officers of the College have the right to appeal against the decisions of the College on the grounds of violation of the provisions concerning their student status.

**Final and implementing provisions****Article 52**

- (1) The present Regulation, consolidated with amendments, was supported by Faculty Council Decision No. 43/2015 (05.21).
- (2) The Senate adopted the present Organizational and Operation Rules by Senate Decision No.141/2015 (VI. 17) with effect from 22 June 2015.

## **Voting through the Electronic General Assembly**

### **Article 1**

- (1) The procedure for voting by email shall be as the procedure set out in this Regulation, subject to the exceptions in this Appendix.
- (2) In the case of voting by email, no decisions can be taken on personal matters. Any decisions on personal matters taken in this way shall be null and void.
- (3) In the case of voting by email, it is possible to vote on more proposals for decisions at the same time, provided that the person or body ordering the vote by email is the same. In this case, a separate ballot paper shall be prepared for each proposal for a decision. A call for votes shall be attached to the email for each vote by email. This shall include the deadline for the vote.

### **Article 2**

- (1) In the procedure for voting by email, all ballot papers and the call for votes shall be sent in one email. Each ballot paper shall indicate the whole proposal for a decision.
- (2) In the case of voting by email, the call for votes sent out serve as an invitation, and shall not be subject to the deadlines set out in the other parts of this Regulation. An agenda need not be written for such a vote.
- (3) The preparatory materials for the proposal for a decision put to the vote shall be sent to the members of the Senate before or together with the ballot papers are sent out.
- (4) The General Assembly may decide not to decide on a proposal for a decision at its current meeting, but to decide on it in a later vote by email. The decision taken to this effect shall also include the date of the vote by email. In such a case, the ballot paper for the given proposal for a decision shall also include the item number of the previous meeting. In other cases, the proposals for decisions shall not be given item numbers.
- (5) The General Assembly may also decide to order a vote by email on a matter which has not been submitted as a proposal for a decision. In this case, the matter shall be included in the email vote as a proposal for a decision, but shall not be given an item number.

### **Article 3**

- (1) The voting procedure is that the members of the General Assembly clearly indicate on the ballot paper, either underlining or by framing, whether they accept, reject or abstain on the proposal for a decision in question. In the case of more than one marking, the ballot paper is invalid. They shall then return the ballot papers by email to the email address from which they received it within the time limit. A ballot paper sent to another email address must not be taken into account for the purpose of determining the result of the vote or for the participation. Return by email implies both dating and identification of the voter.
- (2) Any change to the ballot paper sent out, except for underlining or framing required for voting, shall render the ballot paper invalid.
- (3) It is not allowed to comment or add comments to the vote, and anyone who does make such a statement may not, under any circumstances, have his/her statement entered in the minutes.
- (4) If several proposals for decisions are to be decided, all the ballot papers must be sent back in one email. If the person entitled to vote returns the ballot papers in several emails, he/she shall be regarded as present for the purpose of the quorum, but only the votes on the ballot paper returned first shall be taken into account. For the other proposals for decisions, the person concerned shall be considered not to have voted, even if the other ballot papers completed by him/her have been received within the time limit.

**Article 4**

- (1) The number of ballot papers returned within the time limit shall be counted for the purposes of quorum. If a person sends back a ballot paper more than once, the ballot paper returned first shall count.
- (2) The deadline for returning the ballot papers is between 48 and 120 hours from the date of sending the emails. The time limit for voting shall be set by the President. The deadline must be indicated in the call for votes. If ballot papers relating to several proposals for decisions are sent out, only one deadline shall apply to each of them.
- (3) If the General Assembly decides to order a vote by email on an issue, it shall specify in its decision the starting date and time of the vote.
- (4) The starting time for voting by email may only be set between 8 a.m. and 4 p.m. on a working day. The end of the deadline for such voting may also only be between 8 a.m. and 4 p.m. on a working day.

**Article 5**

- (1) Minutes shall be taken of the final result of the vote. The minutes shall include the original ballot papers sent out by email and the call for votes, as well as the valid ballot papers and the invalid ballot papers returned within the time limit (indicating the reason for invalidity), the summary of the votes and the adopted decisions.
- (2) The minutes shall be verified by the President and the Vice-President.

**Annex 9**

**KÁROLI GÁSPÁR UNIVERSITY OF THE REFORMED CHURCH IN HUNGARY**

**BENDA KÁLMÁN COLLEGE OF EXCELLENCE  
IN HUMANITIES AND SOCIAL SCIENCES OF**

**ORGANIZATIONAL AND OPERATIONAL RULES**

Budapest

2015

Amended in 2021

<sup>106</sup>Pursuant to Act CCIV of 2011 on national higher education, Government Decree 24/2013 (5 February) on the excellence in national higher education and the Organizational and Operational Rules of Károli Gáspár University of the Reformed Church in Hungary (hereinafter referred to as the University and OOR), the Senate of Károli Gáspár University of the Reformed Church in Hungary adopts the Organizational and Operational Rules of Benda Kálmán College of Excellence in Humanities and Social Sciences (hereinafter referred to as the College) as follows:

## GENERAL PROVISIONS

### Article 1

The name of the College in Hungarian:

Benda Kálmán Bölcsész- és Társadalomtudományi Szakkollégium (Benda Kálmán Szakkollégium)

The name of the College in English:

Benda Kálmán College of Excellence in Humanities and Social Sciences of Károli Gáspár University of the Reformed Church in Hungary (Benda Kálmán College of Excellence)

The name of the College in German:

Benda-Kálmán-Kolleg für Philosophie, Philologie, Kultur-, Sozial- und Bildungswissenschaften der Károli Gáspár Universität der Reformierten Kirche in Ungarn (Benda-Kálmán-Kolleg)<sup>107</sup>

The name of the College in French:

Collège d'Excellence en sciences humaines et sociales de l'Université Gáspár Károli de l'Église Réformée en Hongrie

The name of the College in Dutch:

College voor Excellentie in Humane en Sociale Wetenschappen van de Károli Gáspár Gereformeerde Universiteit

The name of the College in Japanese:

カーロリ・ガーシュパールカルビン派大学ベンダ・カールマン人文社会科学カレッジ・オブ・エクセレンス (ベンダ・カールマンカレッジ・オブ・エクセレンス)

Seat of the College: 1085 Budapest, Horánszky u. 26.

### Article 2

- (1) <sup>108</sup>The general supervision of the College is carried out by the Dean of the Faculty of Humanities and Social Sciences.
- (2) The Director is the representative of the College.
- (3) The College has no legal personality, it manages the resources placed at its disposal responsibly in accordance with the management of the University.

### Article 3

The scope of this Regulation extends to all students admitted to the College, the Director, lecturers and staff in the College.

<sup>106</sup> Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

<sup>107</sup> Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

<sup>108</sup> Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

## **Objectives and tasks of the College**

### **Article 4**

- (1) <sup>109</sup> <sup>110</sup> The aim of the College is to serve as a talent development centre for the full-time students of the Faculty of Humanities and Social Sciences of Károli Gáspár University of the Reformed Church in Hungary, which strives to train well-educated, good professionals for the entire Hungarian nation, based on Christian and especially Protestant values and approach.
- (2) In addition to those listed in the previous section, the College also aims to prepare its members for independent action in the development of science and culture through high-level professional training and scientific workshops. In order to achieve this, the College ensures the organisation of scientific lecture series, courses and cultural events, high-quality classes and professional consultations and publicity to ensure a diversity of opinions based on student self-activity.

## **ORGANISATION AND MANAGEMENT OF THE COLLEGE**

### **Director of the College**

### **Article 5**

- (1) <sup>111</sup> <sup>112</sup> The College is managed by the Director, who is the responsible head of the College. The Director must be a person with an appropriate professional recognition and a doctoral degree (PhD).
- (2) <sup>113</sup> The Director is appointed by the Dean of the Faculty for a fixed term. The term of office may be renewed several times.
- (3) <sup>114</sup> The person exercising employer's rights over the Director is the same as the person exercising employer's rights over the academic staff of the faculty.
- (4) The duties and responsibilities of the Director:
  - a) representing the University and the Faculty in the College, and representing the College before the University and the Faculty,
  - b) organising and managing the specialized training of college students with the help of students,
  - c) ensuring the performance of professional tasks, preparation and coordination of professional and academic work,
  - d) establishment and termination of professional workshops with the approval of the Dean of the Faculty,
  - e) organizing seminars in the College,
  - f) supervising the academic activities of the college students,
  - g) evaluation of the professional work of the students every semester, listening to the opinions of the workshop leaders,
  - h) ensuring that the College operates in accordance with the educational objectives and regulations of the University,
  - i) directs and evaluates the teaching and learning work in the College,
  - j) <sup>115</sup> initiates a disciplinary action with the Dean in case of violation of the Students' Disciplinary and Compensation Regulation, Annex III.5 to the Student Requirement System, Volume III of the University's Organizational and Operational Rules (hereinafter referred to as Students' Disciplinary and Compensation Regulation),

<sup>109</sup> Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

<sup>110</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

<sup>111</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

<sup>112</sup> Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

<sup>113</sup> Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

<sup>114</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

<sup>115</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

- k) arranges the room assignment in the college,
- l) ensures the regular inspection of the student accommodation as specified in this Regulation,
- m) manages the admission procedure,
- n) determines the number of admissions, in agreement with the Dean of the Faculty,
- o) <sup>116</sup>proposes the appointment of a Deputy Director to the person who exercises the employer's rights,
- p) draws up and publishes the house rules of the College,
- q) oversees the content of the College's website,
- r) reports to the General Assembly and the Faculty Council on the College's work in the previous year, by 31 March at the latest,
- s) all the obligations and duties imposed on him/her by the University regulations.

### **<sup>117</sup>Deputy Director of the College**

#### **Article 5/A**

- (1) The person who exercises the employer's rights may appoint a deputy director to assist and replace the Director.
- (2) The duties of the deputy director shall be:
  - a) to assist the Director in his/her work;
  - b) coordinating and assisting in the preparation of the academic work;
  - c) supervising and organising the students' academic activities;
  - d) to replace the director in his/her absence.

### **Board of Trustees**

#### **Article 6<sup>118</sup>**

### **General Assembly**

#### **Article 8**

- (1) The General Assembly is a body that proposes and gives its opinion on the professional life of the College.
- (2) The members of the General Assembly are:
  - a) the Director of the College who is the chairperson of the General Assembly,
  - b) <sup>119</sup>the Deputy Director of the College,
  - c) the workshop leaders,
  - d) the students of the College.
- (3) Permanent guests of the General Assembly are:
  - a) the Dean of the Faculty, Vice-Deans, Faculty Directors,
  - b) <sup>120</sup>all lecturers and language teachers teaching at the College in the current or previous semester, the College teacher,  
who have the right to attend the meetings of the General Assembly in an advisory capacity.
- (4) The General Assembly shall in particular
  - a) give its opinion on the Organizational and Operational Rules of the College and amendments thereto prior to the Senate's decision,
  - b) give its opinion on the house rules of the College,
  - c) give its opinion on the annual work programme,

<sup>116</sup> Added by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

<sup>117</sup> Added by Senate Resolution No. 75/2020. (V.29.), effective from 2 June 2020.

<sup>118</sup> Deleted by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

<sup>119</sup> Added by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

<sup>120</sup> Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.



- d) elect the seniors at the last General Assembly of the academic year each year,
- e) give its opinion on the establishment and termination of professional workshops,
- f) hear the professional reports of the workshop leaders at the last General Assembly of the academic year,
- g) give its opinion on the Director's proposal for the appointment of workshop leaders.
- h) <sup>121</sup>

### Article 9

- (1) The General Assembly shall be convened by the Director at least twice a semester, during the study period.
- (2) The Director is obliged to convene the General Assembly (Extraordinary General Assembly) without delay, within 8 days of the submission of a written request, if more than one third of the College members request it in writing, indicating the items on the agenda.
- (3) <sup>122</sup>

### Article 10

- (1) The invitation to the General Assembly must indicate the items on the agenda, the exact place and date of the General Assembly.
- (2) The convocation of the General Assembly is valid if the invitation to the General Assembly is sent to all assembly members via Neptun message (by email for non-college members) as specified by them.
- (3) The invitation to the General Assembly shall be sent at least 5 days before the scheduled date of the General Assembly. In the case of an extraordinary General Assembly, the deadline is 3 days.

### Article 11

- (1) College members must notify the Director in writing of their absence and request an excuse no later than the beginning of the assembly. The absence should be reasoned. If a college member has not excused himself/herself in advance, he/he may do so within seven days of the date of the assembly. The Director shall decide on the acceptance of the certificate.
- (2) If a college member fails to attend the General Assembly twice in a semester without having given an excuse, his/her membership will be terminated.

### Article 12

- (5) The general procedure of the General Assembly:
  - a) enumeration of those present, establishing the quorum,
  - b) election of the minutes taker and minutes certifiers,
  - c) election of a ballot counting committee, in the case of personal matters,
  - d) adoption of the agenda.
- (6) A quorum shall exist at the meeting if 50% of the members + 1 person are present.
- (7) If the quorum is not met, a new date for a General Assembly meeting shall be set. The repeated General Assembly meeting may be convened at the earliest on the seventh day following the original assembly meeting. The repeated General Assembly shall constitute a quorum irrespective of the number of members entitled to vote.
- (8) The minutes of the General Assembly shall be drawn up and shall contain the exact place and date of the meeting, the names of those present and absent, the items discussed, the substance of the speeches, the resolutions adopted and the results of the voting. At the reasoned request of the speaker, his/her speech shall be recorded verbatim. The minutes shall be signed by the minute-taker and the two minutes verifiers.

<sup>121</sup> Deleted by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

<sup>122</sup> Deleted by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

- (9) The Director shall ensure that the minutes are drawn up electronically and that a printed copy is kept. He/she shall also ensure that the minutes are accessible to all members and officers of the College.
- (10) Access to the minutes of the General Assembly must be made available to any college member on prior request.

### **Article 13**

- (1) Members of the General Assembly are entitled to vote at the General Assembly. The right to vote, participate and speak must be exercised in person.
- (2) Decisions of the General Assembly are made by simple majority. Decisions shall be taken by open ballot, except in personal matters, where voting shall be by secret ballot.
- (3) <sup>123</sup>In urgent cases, the Director may also order a vote by email or a secret ballot by electronic means (Neptun UniPoll) on matters falling within the tasks and powers of the General Assembly. The procedure for voting by email is governed by Article 20/A of the University's Organizational and Operational Rules (hereinafter referred to as OOR), while the procedure for secret ballot by electronic means shall be governed by Article 47/A of the OOR, with the exception that the Rector and the Dean shall be understood to be the Director, and the Vice-Rector and the Head of the Deans Office shall be understood to be the Deputy Director. The minutes of the vote by email shall be verified by the Director and one of the seniors.

### **College Teacher<sup>124</sup>**

#### **Article 13/A**

- (1) The College teacher is involved in the organisation of the operation of the College, and supports the Head of the College.
- (2) In addition to the duties indicated in the University's Residence Hall Regulations, OOR, III.4, Student Requirement System, the duties of the College Teacher:
  - a) to ensure that the house rules of the College are observed and enforced,
  - b) to collect, deal with and forward to the competent persons the college students' questions and problems relating to their accommodation,
  - c) to provide weekly reception for college students,
  - d) to coordinate the seniors' activities and to forward their requests to the Director,
  - e) to supervise the proper operation of the College' website,
  - f) to authorize overnight stays, if all the residents of the given apartment have agreed to this, and to forward the request for accommodation,
  - g) to initiate a disciplinary proceeding against a college member, if necessary,
  - h) to coordinate the inspection of accommodation,
  - i) to forward any technical problems that may arise during the inspection of the accommodation.

### **Seniors**

#### **Article 14**

- (1) The student leaders of the College are a male and female senior elected by the General Assembly from among the college students.
- (2) The seniors are the leaders of the college students. Male and female seniors have the same rights and obligations.
- (3) <sup>125</sup>A college student who participates in a master programme, or has completed at least four active semesters in a bachelor or single-cycle long programme may be chosen as a senior.

<sup>123</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

<sup>124</sup> Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

<sup>125</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

- (4) <sup>126</sup>Seniors are elected at the last General Assembly of the academic year. Their term of office is for one academic year and runs from the beginning to the end of the following academic year. Graduating bachelor students may also be elected as seniors if they have applied for one of the master programmes of the University's Faculty of Humanities and Social Sciences. If a graduate student elected as a senior is not gain admission or does not establish a student status or does not become a college student again, a new senior shall be elected at the first General Assembly of the academic year, and if elected, his/her term of office shall be for the current academic year.
- (5) Any college student may nominate a senior by submitting the nomination form to the Director's office by the end of the working hours 3 days prior to the General Assembly electing the seniors. On the nomination form the candidate shall declare his/her acceptance of the nomination. The nomination form shall be published by the Director on the website of the College. If the candidate does not meet the conditions referred to in section (3), the Director shall exclude the candidate.
- (6) The male and female candidate who received the most votes shall become the senior. In the event of a tie between candidates of the same sex, the vote shall be repeated for the two candidates with the highest number of votes. In the event of a tie in the second vote, the senior shall be chosen by lot.
- (7) <sup>127</sup>If a senior resigns or his/her college membership is terminated for any reason during the academic year, the Director shall convene a new General Assembly within 30 days to elect a new senior. The term of office of the senior elected during the year shall last until the end of the academic year.
- (8) A motion of censure signed by 30% of the college members can be submitted against any of the seniors to the Director. The motion of censure shall state the reasons and shall be accompanied by a nomination form for the new senior(s), as set out in section (5). In such a case, the Director shall convene the General Assembly within 8 days, the first item on the agenda of which shall be the motion of censure against the senior(s). If the motion of censure is accepted, a vote on the new senior(s) shall be taken at the same General Assembly.

### Article 15

- (1) The tasks of the seniors are <sup>128</sup>
  - a) to represent the interests of college students, to implement their initiatives,
  - b) to organize and coordinate the student life and programmes of the College,
  - c) to maintain contacts with the organisations, lecturers and the Students' Union of the College and the Faculty,
  - d) to make proposals on programmes, conferences, courses to be held in the College and on their lecturers, to contribute to the maintenance of order in the College and the inspection of the students' accommodation,
  - e) to participate in consultations and mediation procedures in College matters,
  - f) to perform the tasks assigned to them by the Director.

### Workshops

### Article 16

- (1) At the College, teaching, scientific and research work is carried out in workshops. The workshops are set up by the Director based on the study programmes offered by the Faculty and the courses of the college students, and on the basis of the opinion of the General Assembly.
- (2) The aim of the workshops is to provide a framework for the research and scientific activities of the college students.
- (3) The workshops operate independently, on the basis of separate workshop programmes.

<sup>126</sup> Added by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

<sup>127</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

<sup>128</sup> Added by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

- (4) The creation of a new workshop may be initiated by any member of the General Assembly. The proposal for the creation of a new workshop shall be submitted to the Director who shall submit it to the next General Assembly.
- (5) Members of the workshop:
  - a) workshop leader,
  - b) the teacher of the workshop,
  - c) college students studying in a related field of study.
- (6) The workshop is led by the workshop leader. The workshop leader is appointed by the Director for an indefinite or fixed term, after obtaining the opinion of the General Assembly and with the consent of the Dean of the Faculty. In the case of a fixed term, the appointment may be renewed several times.
- (7) Tasks of the workshop leader:
  - a) prepare the workshop's study programme which details the training strategy of the workshop and sets out the study obligations of the workshop members,
  - b) to convene a workshop meeting at least twice a semester,
  - c) in consultation with the workshop assembly, make a proposal for the courses, timetable and semester programme of the workshop,
  - d) report to the General Assembly on the work of the workshop once a year,
  - e) monitor and evaluate the performance, progress and diligence of the workshop students, and evaluate them with the workshop teachers every semester.
- (8) The workshop meeting is open to all college students, and attendance is compulsory for workshop members. No more than one unexcused absence per semester is allowed from the workshop meeting. More than one unexcused absence results in the termination of the student's college membership.
- (9) The workshop meeting:
  - a) approves the workshop programme prepared by the workshop leader,
  - b) may propose the courses, the timetable, the semester programme and the teachers for the workshops.
- (10) Until the end of the registration week of any semester, a college student may ask the Director to transfer him/her to another workshop. The application must be accompanied by the recommendations from the workshop leaders he/she wishes to leave and join.

### **College teachers and staff<sup>129</sup>**

#### **Article 17**

- (1) The educational tasks of the College are carried out primarily by full-time lecturers of the University. In justified cases, the College may also engage external tutors.
- (2) <sup>130</sup>The person exercising the employer's rights over the teaching staff of the College is the same as the person exercising the employer's rights over the teaching staff of the Faculty. The person exercising the employer's rights over the non-academic staff of the College is the same as the person exercising the employer's rights over the non-teaching employees of the College.
- (3) <sup>131</sup>Lecturers, researchers and teachers employed on a contract basis shall be engaged by the Director or the workshop leader on the proposal of the workshop leaders and with the approval of the Dean.

## **RIGHTS AND OBLIGATIONS OF COLLEGE STUDENTS**

### **College membership**

<sup>129</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

<sup>130</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

<sup>131</sup> Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

## Article 18

<sup>132</sup>A student who has been admitted to a full-time bachelor, master, single-cycle or doctoral programme of the Faculty of Humanities and Social Sciences of the Károli Gáspár University of the Reformed Church in Hungary, and has been successfully admitted to the College on the basis of the entrance examination may become a member of the College.

## Article 19

- (1) The college membership shall terminate:<sup>133</sup>
- a) on the date of the pre-degree certificate (Absolutorium), on the last day of the semester in which the pre-degree certificate was obtained,
  - b) if the college student resigns his/her membership in writing, at the time of making the declaration (see Annex) or at a later date indicated in the declaration,
  - c) if the college student's student status with the University has been terminated, on the date of termination,
  - d) if the college student has not taken any college course during an active semester,
  - e) if the college student's adjusted credit index falls below 4,50 for two consecutive semesters,
  - f) <sup>134</sup>if the number of credits collected by the college student is more than 33 credits below the credits to be completed according to the sample curriculum for the semester,
  - g) if the college student is absent without justification from more than one college meeting,
  - h) if the college student is absent from more than two General Assemblies per year without having given an excuse,
  - i) if the college student fails to meet the language learning requirements of the College,
  - j) if the college student fails to register and submit a paper for the Scientific Students' Association Conference in accordance with the formal and content requirements published on the website of the Council of the National Scientific Students' Association by the deadline, as set out in Article 24,
  - k) <sup>135</sup>if a disciplinary sanction of expulsion from the College has been applied to the student in accordance with the provisions of Article 21.
- (2) <sup>136</sup>In the cases specified in point b) of section (1), college membership shall be terminated by declaration.
- (3) In the cases specified in points d)-i) of section (1), the termination of the college membership shall be determined by the decision of the Director. The college student may appeal against the termination of his/her membership to the Dean of the Faculty for legal remedy. There is no further appeal against the decision of the Dean.
- (4) In the event of termination of the college membership for any reason, the student is obliged to notify the Director without delay and move out within 8 days of termination of the student status or college membership. In the event of failure to do so, the student shall pay the pro rata rate of one month's residence hall fee per night for each night of unauthorized use, in addition to the residence hall fee.

## Article 20

- (1) <sup>137</sup>The college membership may be terminated if the student
- a) is absent from more than one quarter of the classes at the college,
  - b) fails to meet the course requirements for two consecutive semesters,
  - c) has failed to complete his/her courses in the college,
  - d) is more than one month late in paying the fees.

<sup>132</sup> Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

<sup>133</sup> Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

<sup>134</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

<sup>135</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

<sup>136</sup> Added by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

<sup>137</sup> Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

- (2) <sup>138</sup>In relation to a)-c) of section (1) the workshop leader's opinion and assessment shall prevail.
- (3) The Director decides on the termination of the college membership based on the opinion of the workshop leader.
- (4) The college student may appeal against the decision to terminate his/her college membership to the Dean of the faculty. There is no further right of appeal against the Dean's decision.

### **Article 21**

- (1) The college membership may be terminated by disciplinary proceedings:
  - a) if the student seriously violates the Organizational and Operational Rules or the House Rules of the College, or the Students' Disciplinary and Compensation Regulation,
  - b) if the college student who lives in the dormitory leaves for more than one month during the study period without prior notice, and does not give an acceptable reason for his/her absence.
- (2) Disciplinary proceedings are initiated by the Director with the Dean, and are conducted in accordance with the Students' Disciplinary and Compensation Regulation.

### **Rights of the college student**

### **Article 22**

In addition to the rights set out in the other University regulations, the following rights are granted to the college student:

- a) may participate in discussions on matters relating to the College, express his/her opinion freely and make suggestions,
- b) have unhindered use of the living space and common areas provided for him/her,
- c) have the right to use the services of the College and the facilities provided by the College for study, culture, entertainment and sports,
- d) may, in compliance with the official way, turn to the competent bodies or leaders of the College with personal or community problems. He/she is entitled to receive a substantive answer to his/her requests and comments within 30 days.
- e) may initiate and participate in the work of professional courses or any other organisation.

### **Article 23**

- (1) Resident and visiting members of the College enjoy the same rights, except for residence hall accommodation which is reserved for resident members.
- (2) In exceptionally justified cases, a visiting college student may request a change of status to resident and vice versa. The Director decides on the change of status. There is no right of appeal against this decision of the Director.

### **Article 24**

<sup>139</sup>In addition to the obligations set out in other University regulations, the college student is obliged to:

- a) pay the residence hall fee on time,
- b) observe and comply with the rules and regulations of the University and the College, the House Rules and the decisions of the Director,
- c) give prior written notice of the suspension of his/her student status,
- d) preserve the good reputation of the University and the College,
- e) clean regularly the accommodation provided to him/her,
- f) use, preserve and protect the equipment entrusted to or used by him/her in accordance with its intended use,
- g) complete his/her university studies in accordance with the provisions of this Regulation,

<sup>138</sup> Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

<sup>139</sup> Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

- h) participate in the college workshops and fulfil the academic obligations of the College to the best of his/her abilities,
- i) participate in the work of the scientific students' association at the faculty as follows:
  - o from the 3<sup>rd</sup> active semester, college students studying in bachelor and single-cycle teacher training programme shall write a paper that meets the formal and content requirements published on the website of the National Scientific Students' Association and submit it by the deadline at the appropriate place,
  - o from the 1<sup>st</sup> active semester, college students participating in a master programme shall write a paper that meets the formal and content requirements published on the website of the National Scientific Students' Association and submit it by the deadline at the appropriate place.
- j) one publication or public conference appearance per year, the requirements for which are determined by the workshop leader,
- k) attend the General Assembly and the workshop meetings.

### **Moving in<sup>140</sup>**

#### **Article 24/A**

- (1) The college student admitted to the College
  - a) may use the accommodation allocated to him/her during the period indicated in the admission notice, has the right to register the address with the local government within 72 hours. The completed form, obtained from the local government office must be handed in to the College administrator and signed by the College Director.
  - b) <sup>141</sup>can change rooms in the first week after moving in. After this, if justified, a room change may take place once in a semester. This requires the mutual agreement of the persons concerned. In the absence of this, no room change is possible.
  - c) When moving into the residence hall, the student must sign a residence contract, sign a declaration of acknowledgement and acceptance of the House Rules and the accident prevention and fire safety regulations, to take over the equipment and the duvet in the room on the basis of an inventory on the Duvet Registration Sheet.
  - d) acknowledges that there is a key to each accommodation unit, which the last student to leave the room must always hand in at the reception and that it is strictly forbidden to take it out of the College premises. When moving out and handing over the room, the room key must be handed over to the reception staff.

### **Moving out of the College<sup>142</sup>**

#### **Article 24/B**

- (1) When leaving the College
  - a) the student wishing to leave must notify the college teacher of any departure longer than a week, and, if possible, provide his/her contact details or address.
  - b) at the end of the spring semester, but no later than the day after the examination period, all students must move out of the College. If the stay extends into July (graduation period), a proportional college fee must be paid.
  - c) the intention to move out must be notified in writing 15 days prior to the date of moving out. When moving out of the College, the rooms must be handed over to the reception staff, with the keys, cleaned and according to inventory.
  - d) in the case of a move out during the year, the college student must pay the college for the current month and two additional months. The College Director may, in justified cases, exempt the

<sup>140</sup> Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

<sup>141</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

<sup>142</sup> Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

student from the payment of the fee for the additional two months. There is no appeal against the decision of the Director.

- e) summer accommodation in the College may be applied for in writing by 1<sup>st</sup> June at the latest, by submitting at the same time the research work plan approved by the workshop leader (see Appendix). The research work plan is approved by the workshop leader and then by the Director, after prior consultation. If the research work plan is not approved by either the workshop leader or the director, the college student must move out for the summer holiday by the date specified in point b) of section (1) of this Article at the latest.

## **STUDY ORDER OF THE COLLEGE**

### **Article 25**

- (1) Students admitted to the College shall fulfil their study obligations by completing the courses announced for them in the College.
- (2) <sup>143</sup> <sup>144</sup>College students obtain their diplomas attesting a degree and professional qualification at the University's Faculty of Humanities and Social Sciences. Upon completion of the College's workshop programmes, the student will receive a certificate at the same time as receiving his/her diploma.
- (3) Talent management in the college is basically seminar-style, intensive subject teaching in small groups, but other methods (mentoring, lectures, specialised programmes) can also be used.
- (4) Only college students may take a college course. In exceptional cases, the Director may allow a non-college student to take a course. No appeal lies against this decision of the Director.
- (5) A college course may, with the permission of the Director, be offered to all students of the Faculty or the University, both as specialized or non-specialized courses.

### **Article 26**

- (1) The college student must notify the Director of his/her intention to suspend his/her student status for the semester in question before the day of moving in.
- (2) If the student suspends his/her student status after the registration, he/she must notify the Director without delay.
- (3) Students with passive student status are not eligible for college accommodation and services. During this period, the college membership is suspended.
- (4) <sup>145</sup>If the student notifies the suspension of his/her student status after moving in, or he/she receives permission to suspend his/her student status after the move-in, he/she must move out of the College within 8 days of the notification or permission. In this case, the pro rata fee already paid for the current month will be refunded. Repayment will be arranged by the Director.
- (5) <sup>146</sup>If the college student fails to comply with the obligation to notify the College in accordance with this Article, his/her college membership may be terminated by disciplinary proceedings.

### **Article 27**

- (1) <sup>147</sup>The provisions of points d)-h) of Article 19 (1) shall not apply to college students who are studying abroad in the framework of Erasmus or other study abroad programmes while maintaining their active student status in the given semester. In their case, participation in the college courses is not compulsory either. In the semester(s) covered by the study abroad programme, the framework for talent management must be completed in a manner agreed with the workshop leader.

<sup>143</sup> Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

<sup>144</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

<sup>145</sup> Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

<sup>146</sup> Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

<sup>147</sup> Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.



- (2) If the college student spends at least 3 months of the semester abroad during the study abroad programme referred to in section (1), the language learning obligation for that semester shall be deemed to have been fulfilled.

### **Language learning requirements**

#### **Article 28**

- (1) <sup>148</sup>After admission, all college students are required to learn at least one foreign language in which they do not yet have an advanced (C1) complex language exam (or equivalent school-leaving certificate or diploma) and which is one of the languages taught by the Centre for Foreign Languages and in which they can reach at least B2 level during their studies. The college student must continue to learn this language until he/she have obtained at least an advanced (C1) complex language exam (unless he/she already has an advanced (C1) complex language examination certificate, in which case it is sufficient to learn the language until the student has obtained an intermediate (B2) complex language exam).
- (2) <sup>149</sup> <sup>150</sup>Students of History bachelor or master programme, Liberal Arts bachelor programme, Religious Studies master programme and Teacher of History, Teacher of History and Civics teacher training programmes may also choose Latin.
- (3) <sup>151</sup> <sup>152</sup>The college student must take and complete at least one language course in the language of his choice each semester from among the language courses offered by the Centre for Foreign Languages, until he/she presents the document certifying the successful completion of the language examination in the chosen language in accordance with section (1). In the case of Latin, language learning takes place in a college or other university course.
- (4) <sup>153</sup> <sup>154</sup>A college student may be exempted from the obligation to learn languages if he/she has fulfilled the foreign language requirements for the award of a diploma at the university, and has passed at least an advanced (C1) complex language examination in the language chosen according to sections (1)-(3) and at least an intermediate (B2) complex language examination (or an equivalent diploma) in another language and presents the relevant document.
- (5) If the college student has fulfilled the requirements set out in section (4), i.e. has an advanced (C1) complex language examination in a foreign language and an intermediate (B2) complex language exam in another foreign language (or an equivalent school-leaving certificate or diploma), he/she must take an academic writing and reading course in the language in which he/she has an advanced (C1) complex language exam. If the student has advanced (C1) complex language examinations (or equivalent school-leaving certificate or diploma) in two (or more) foreign languages he/she must choose one of these languages to take an academic reading and writing course.
- (6) If the college student already has an advanced (C1) complex language examination in a foreign language at the time of admission, or if he/she obtains it during his/her college membership, but may not be exempted from the language learning obligations under section (4), he/she may, in addition to continue to learn the language, at his/her choice, take the academic reading and writing course. The academic reading and writing course can only be taken by a college student who has an advanced (C1) complex language exam in that language.
- (7) <sup>155</sup>The college student must fulfil the language exam requirements specified in the programme and outcome requirements of his/her study programme, by the following date:
- a) for students studying in bachelor and single-cycle long programmes, by the end of the 4<sup>th</sup> active semester;

<sup>148</sup>Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

<sup>149</sup>Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

<sup>150</sup>Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

<sup>151</sup>Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

<sup>152</sup>Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

<sup>153</sup>Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

<sup>154</sup>Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

<sup>155</sup>Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

- b) for master students, by the end of the 3<sup>rd</sup> active semester;
- c) for doctoral students, by the end of the 3<sup>rd</sup> active semester.
- (8) <sup>156</sup> <sup>157</sup>After having fulfilled the language exam requirements set out in the programme and outcome requirements of their study programme, but not later than the beginning of the 5<sup>th</sup> semester, college students studying in single-cycle long programmes must choose another language according to section (1), or continue to learn the language chosen earlier in order to obtain the advanced (C1) complex language exam. The provisions of sections (2)-(4) shall also apply to the choice of this language. If the college student participating in a single-cycle long programme has already fulfilled the language exam requirements specified in the programme and outcome requirements of his/her study programme at the time of admission, his/her language learning obligation in the college is deemed to have been fulfilled by passing an intermediate (B2) complex language examination in a second language or an advanced (C1) complex language exam in the first language.
- (9) <sup>158</sup>By the end of the 8<sup>th</sup> active semester, students studying in a single-cycle long programme and by the end of the 3<sup>rd</sup> active semester, students enrolled in a master programme must obtain an intermediate (B2) complex language exam in the second language, referred to in section (1)-(5), or the advanced (C1) complex language examination in the first language, and present the language examination certificate or equivalent document attesting the successful completion of the language examination.
- (10) <sup>159</sup>If the college student fails to successfully complete the language course taken in the given semester or fails to present the required language exam certificate(s) or equivalent document(s) by the date specified in sections (6) and (8), the student's college membership shall be terminated.

### **ADMISSION RULES OF THE COLLEGE**

#### **Article 29**

- (1) <sup>160</sup>Admission to the College is only possible after a successful admission procedure as follows:
- a) bachelor students may apply for a college membership twice: at the beginning of their studies or after two active semesters, before the start of the third semester of their studies. A bachelor student who has completed two active semesters may only apply for admission during the announced admission procedure and if his/her application shows that he/she has exceptional talent. A bachelor student who has completed two active semesters, before the start of his/her 3<sup>rd</sup> semester, may apply for admission only if he/she agrees, if admitted to the college, to take the four-semester humanities and social sciences specialisation (provided that his/her study programme allows it). A bachelor student who has completed two active semesters may be admitted only if the available places in the College have not been fully filled by students starting their studies.
  - b) master students can only apply for college membership at the same time as starting their studies (before the start of their first active semester);
  - c) students studying in single-cycle long teacher training programme can apply at the beginning of their studies, and then before the start of each academic year, but no later than the start of their seventh active semester. Students studying in single-cycle long teacher training programmes may apply for admission to the College no more than twice during the period referred to in this section. A student enrolled in a single-cycle long teacher training programme who does not apply for college membership at the beginning of his/her studies may be admitted only if the available places in the College have not been fully filled by students starting their studies.

<sup>156</sup> Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

<sup>157</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

<sup>158</sup> Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

<sup>159</sup> Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

<sup>160</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

- (2) <sup>161</sup>The application for admission to the College is announced by the Director by 10 July for the autumn semester, and by 10 January for the spring semester. The application includes, but is not limited to, the following:
- a) the number of admissions,
  - b) deadlines for admission,
  - c) the dates of the interviews,
  - d) deadlines for admission decisions.
- (3) <sup>162</sup>The following documents must be attached to the application:
- a) a completed application form and the applicant's curriculum vitae,
  - b) a copy of the applicant's paper/publication relating to his/her study programme at the University and which he/she considers to be the best;
  - c) a recommendation from a teacher who is familiar with the applicant's study programme who knows him/her, in the case of applicants from secondary schools, a recommendation from a secondary school teacher.
- (4) <sup>163</sup>The application can be accompanied by copies of documents certifying the applicant's results, activities and circumstances indicated on the application form.

### Article 30

- (1) <sup>164</sup>During the admission procedure, the Director's work is assisted by the Lecturers' Admission Meeting and the admission boards.
- (2) <sup>165</sup>Members of the Lecturers' Admission Meeting:
- a) Director,
  - b) Deputy Directors,
  - c) seniors,
  - d) workshop leaders,
  - e) College teacher.
- (3) The admission boards consist of three members:
- a) the competent workshop leader,
  - b) the Director, or a lecturer appointed by him/her,
  - c) a college student belonging to the workshop, delegated by the seniors.
- (4) The lecturer referred to in point b) of section (3) can be
- a) a lecturer of the College (preferably employed by the University),
  - b) the Dean of the Faculty,
  - c) the Vice-Dean of the Faculty.

### Article 31

- (1) <sup>166</sup> <sup>167</sup>The application procedure takes place in three rounds:
- a) the Director, or in his/her absence the Deputy Director, formally assesses the submitted applications and distributes them to the relevant admission boards by workshops. In the event of a formal failure, the Director, or in his/her absence the Deputy Director, shall exclude the applicant from the admission procedure in this round,
  - b) in the second round, the competent admission board shall hear the applicants in an oral interview. On the basis of these interviews, the admission boards will send the evaluation of the applicants and the ranking of the recommended applicants to the Lecturers' Admission Meeting,

<sup>161</sup> Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

<sup>162</sup> Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

<sup>163</sup> Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

<sup>164</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

<sup>165</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

<sup>166</sup> Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

<sup>167</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

- c) at the final, third round, the Lecturers' Admission Meeting will summarise the rankings received from the admission boards and prepare a ranking list of the applicants proposed for admission. At the same time, the Lecturers' Admission Meeting may draw up a waiting list valid for one academic year.
- (2) The decision on admission is taken by the Director on the basis of the ranking made by the Lecturers' Admission Meeting. When making his/her admission decision, the Director is not bound by the proposal of the Lecturers' Admission Meeting. The admission decision shall specify the workshop to which the applicant has been admitted. In his/her decision, the Director is not bound by the choice made by the applicant. There is no appeal against the Director's decision on admission.
- (3) <sup>168</sup>A student admitted to a visiting status may be placed on a waiting list which must be notified in the admission decision. In the event of a vacancy in the college, the Director may offer a resident status to the student on the waiting list. If the offer is accepted, the visiting student becomes a resident student.

### Article 32

- (1) <sup>169</sup> <sup>170</sup>The membership of the student admitted to the College shall be for the duration of the student's studies specified in the programme and outcome requirements. In the case of a student admitted in a higher year, his/her membership shall be for the remaining period of his/her study programme set out in the programme and outcome requirements.
- (2) <sup>171</sup> If the college student does not obtain a pre-degree certificate (Absolutorium) during the active semesters specified in the programme and outcome requirements of this/her study programme, he/she may, on the recommendation of the workshop leader, ask the Director to extend his/her membership by a maximum of two semesters. The college membership may not be extended further.
- (3) If the college student is studying parallelly in two study programmes at the Faculty, he/she may request that his/her membership be extended until the end of the duration of the study programme started later.
- (4) <sup>172</sup>A master student may only be admitted to the College with a recommendation from the workshop leader if he/she did not receive his/her bachelor's degree in the semester of his/her final examination due the lack of a language exam.
- (5) A doctoral student may only be admitted to the College with a recommendation from the workshop leader if he/she does not have at least two intermediate (B2) complex language examinations (or equivalent school leaving certificate or diploma).

### Article 33

<sup>173</sup>If, after completing the bachelor programme, the college student is successfully admitted to a master programme of the Faculty, his/her membership will be automatically extended for the duration of the master programme specified in the programme and outcome requirements, on the recommendation of his/her workshop leader.

### Article 34

<sup>174</sup>The members of the College are mainly residential students. Admission as a visiting student is only possibly in particularly justified cases which must be explained and certified in detail in the application (accompanied by the relevant documents).

<sup>168</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

<sup>169</sup> Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

<sup>170</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

<sup>171</sup> Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

<sup>172</sup> Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

<sup>173</sup> Added by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

<sup>174</sup> Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

## Request for equity

### Article 35

- (1) <sup>175</sup>Upon the college student's request, the Director may, no more than once during his/her membership, exercise equity in relation to a provision of this Regulation other than those referred to in section (2) of this Article, provided that it does not conflict with the law or other regulations of the University. Director's equity may not be granted in cases where the student's obligation is required by law or the request is made to circumvent such obligation. By using the one-time request for equity, the student does not exhaust the possibility of Dean's equity under Article 11 of the University's Academic and Exam Regulation (OOR III, Student's Requirement System).
- (2) The Director may not exercise equity in the event of failure to comply with the obligations set out in Article 28 of this Regulation.

## Entry into force of the Regulation

### Article 36

- (1) The amended and consolidated text of this Regulation was adopted by the Senate on 23 June 2021. The amendments to the Regulation shall enter into force on 24 June 2021. The scope of the amendments shall apply to all students and applicants, regardless of when their student status was established.

Budapest, 24 June 2021.

Dr. Ágnes Czine  
Acting Rector

### <sup>176</sup>Appendices

- 1 College maintenance log
- 2 Authorization of the apartment supervisor
- 3 College withdrawal form
- 4 Move-out declaration
- 5 College research work plan

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<sup>175</sup> Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

<sup>176</sup> Added by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

**Appendix 1 to Annex 9**

**College Maintenance Log**

We kindly ask for the cooperation of the residents of each apartment in cleaning the premises and keeping them tidy from week to week. The equipment required for the cleaning (mops, vacuum cleaner) can be asked by handing in the student ID card at the reception. The cooperating and supporting participation of the apartment supervisor, elected by the students, is obligatory at the apartment inspection.

<b>KITCHEN</b>	<b>BATHROOM</b>	<b>BEDROOM</b>
Floor	Floor	Floor
Kitchenette, sink, refrigerator (and other electrical appliances), emptying of selective waste bins	Shower, washbasin, toilette	Beds, desks

**APARTMENT NO:** .....

**APARTMENT EVALUATION:**

Pass / Fail

Budapest, 20. ....

**EVALUATORS:**

.....

College teacher

.....

Senior

Senior

**Appendix 2 to Annex 9**

**Authorization of the Apartment Supervisor**

By signing this permit, the authorizing students agree that the apartment supervisor chosen by them will be present in the apartment for the entire duration of the inspection and, under his/her supervision, the college teacher and two seniors may check all the rooms of the apartment. The authorization is valid for one month. At the beginning of each new month, the residents of the apartment must choose a new apartment supervisor responsible for the cleanliness of the apartment at the time specified below.

	<b>APARTMENT SUPERVISOR</b>	<b>AUTHORIZOR 1</b>	<b>AUTHORIZOR 2</b>
<b>Name (legible)</b>	.....	.....	.....
<b>Signature</b>	.....	.....	.....
		<b>AUTHORIZOR 3</b>	<b>AUTHORIZOR 4</b>
		.....	.....
		.....	.....

**APARTMENT NUMBER:** .....

**MONTH, YEAR:** .....

**EVALUATORS:**

Date: Budapest, 20. ....

.....

College teacher

.....

Senior

Senior

**Appendix 3 to Annex 9**

**College Withdrawal Form**

I, the undersigned,

Name: .....

Neptun Code: .....

Educational ID number: .....

Workshop(s): .....

Study programme: .....

as a member of the Benda Kálmán College of Excellence in Humanities and Social Sciences, declare by signing this document that I no longer wish to remain a member of the College from the date .... (day) ..... (month) ..... (year).

Budapest, ..... day ..... month ..... year

.....

Student's signature



**Appendix 4 to Annex 9****Move-out Declaration**

I, the Undersigned,

Name: .....

Neptun Code: .....

Educational ID number: .....

Workshop(s): .....

Study programme: .....

Room number: .....

have moved out of the Benda Kálmán College of Excellence in Humanities and Social Sciences at ... o'clock this day. I have cleaned my part of the room No. ... . I have removed everything from the closets and the drawer for bed linen. I handed over the keys. I took the trash to the container.

*(Please tick as appropriate):*

I took my personal belongings home.

I have placed my personal belongings in the place indicated by the caretaker.

In full knowledge of my legal responsibility I declare that I have no debts to the College.

Budapest, ..... day ..... month ..... year

.....

Student's signature

**Appendix 5 to Annex 9**

**College Research Work Plan**

Name: .....

Neptun Code: .....

Educational ID number: .....

Workshop(s): .....

Study programme: .....

Planned topic, activity: .....

Intended outcome: .....

I, the Undersigned, ....., as Workshop Leader 1, hereby approve the research work plan.

Date: Budapest, ... day, ..... month, ..... year.

.....  
Signature of Workshop Leader 1

I, the undersigned, ....., as Workshop Leader 2, hereby approve the research work plan.

Date: Budapest, .... day ..... month ..... year.

.....  
Signature of Workshop Leader 2

I hereby declare the research work plan.

Date: Budapest, ... day ..... month ..... year.

.....  
Director

**Drafting the work plan**

(1-2 pages)